

# Student/Parent Handbook 2018-2019



## *MISSION STATEMENT*

*OUR MISSION IS TO EDUCATE, SUPPORT,  
AND PREPARE CITIZENS OF THE WORLD.*

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## **WELCOME**

Welcome back to another school year. We look forward to another great year at S.C.N.U.S.D. #5. We trust that you have the proper mindset and attitude to make this year a success. We hope that you take advantage of the opportunities given to you and take responsibility for your learning, decision-making, and actions. We encourage you to take your academic work seriously and put forth your best effort. Set high expectations for yourself and set your sights on meeting them.

With students, parents, and staff working together we can make certain that we will meet our goal of another successful school year at S.C.N.U.S.D. #5.

The intent of this handbook is to be used by students, parents and staff as a guide to the rules, regulations, and general information about S.C.N.U.S.D. #5. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## **Student-Teacher-Parent-Guardian Compact**

Learning takes place only when there is a combination of effort, interest, and motivation by all participants. The following is a brief description of the role of each participant. Thank you for your time and active involvement in your child's education.

*Students pledge to do the following:*

- Be prepared for school by bringing all necessary materials.
- Demonstrate respect for myself, my school, and other people through a cooperative attitude and by following school rules.
- Come to school willing and wanting to learn.
- Complete all work on time and to the best of my abilities.

*Teachers pledge to do the following:*

- Show respect for each child and his/her family by maintaining open lines of communication with the student and his/her parents
- Come to class prepared to teach.
- Believe each child can learn by helping them grow to their fullest potential.
- Maintain and foster high standards of achievement and believe for the students and myself.

*Parents/Guardians pledge to do the following:*

- Help my children learn to resolve conflicts in a positive way.
- Encourage my children to read by sharing reading time with him/her, providing a quiet study place, encourage good study habits, and checking their progress on homework.
- Ensure my children are clean, appropriately dressed, well rested, nourished, safe, and happy.
- Show respect and support for my children and the school staff by maintaining open communication with them.

***SOUTH CENTRAL UNIFIED SCHEDULES***

**Regular Schedule**

|                              |             |
|------------------------------|-------------|
| 1 <sup>st</sup> Period ..... | 8:20—9:11   |
| 2 <sup>nd</sup> Period ..... | 9:11—10:02  |
| 3 <sup>rd</sup> Period ..... | 10:02—10:53 |
| 4 <sup>th</sup> Period ..... | 10:53—11:44 |
| 5 <sup>th</sup> Period ..... | 11:44—1:05  |
| 6 <sup>th</sup> Period ..... | 1:05—1:56   |
| 7 <sup>th</sup> Period ..... | 1:56—2:47   |
| 8 <sup>th</sup> Period ..... | 2:47—3:38   |
| 1 <sup>st</sup> Lunch .....  | 11:40—12:10 |
| 2 <sup>nd</sup> Lunch .....  | 12:35—1:05  |

**4 minute passing time**

**Early Out Schedule**

|                              |             |
|------------------------------|-------------|
| 1 <sup>st</sup> Period ..... | 8:20-9:09   |
| 2 <sup>nd</sup> Period ..... | 9:09-9:58   |
| 3 <sup>rd</sup> Period ..... | 9:58-10:47  |
| 4 <sup>th</sup> Period ..... | 10:47-11:36 |
| 5 <sup>th</sup> Period ..... | 11:36-12:57 |
| 6 <sup>th</sup> Period ..... | 12:57-1:28  |
| 7 <sup>th</sup> Period ..... | 1:28-1:59   |
| 8 <sup>th</sup> Period ..... | 1:59-2:30   |
| 1 <sup>st</sup> Lunch .....  | 11:36-12:06 |
| 2 <sup>nd</sup> Lunch .....  | 12:27-12:57 |

**3 minute passing time**

**Late Start Schedule**

|                              |             |
|------------------------------|-------------|
| 1 <sup>st</sup> Period ..... | 10:20-10:48 |
| 2 <sup>nd</sup> Period ..... | 10:48-11:16 |
| 3 <sup>rd</sup> Period ..... | 11:16-11:44 |
| 5 <sup>th</sup> Period ..... | 11:44-1:02  |
| 5 <sup>th</sup> Period ..... | 12:14-1:05  |
| 4 <sup>th</sup> Period ..... | 1:05-1:43   |
| 6 <sup>th</sup> Period ..... | 1:43-2: 21  |
| 7 <sup>th</sup> Period ..... | 2:21-2:59   |
| 8 <sup>th</sup> Period ..... | 2:59-3:38   |
| 1 <sup>st</sup> Lunch .....  | 11:40-12:10 |
| 2 <sup>nd</sup> Lunch .....  | 12:35-1:05  |

**3 minute passing time**

## **ACADEMIC EXPECTATIONS**

In order to assure our students are adequately prepared for the future, all students must seek their highest level of attainment in all curricular areas. Students are encouraged to:

- Learn to ask the right questions.
- Seek extra help when needed.
- Concentrate on doing their best every day.
- Make one of their prime responsibilities the completion of school work. School is their job.
- Learn to work well with others. They will be doing it the rest of their lives.
- Take responsibility for their learning.

### **Report Cards**

Grades will be automatically figured and reported to students and parents at the end of each quarter of the school year. Students and parents are encouraged to obtain procedures, requirements and expectations from individual teachers to insure understanding about how grades are figured. Grade reports may be withheld at the end of each semester if fees and/or fines are owed at school. The deadline for finishing work to cancel “Incompletes” at the end of each quarter is two (2) weeks.

The following grade scale will be used for assigning grades for all courses:

|    |              |    |              |
|----|--------------|----|--------------|
| A+ | 98-100 (4.0) | C+ | 82-84 (2.5)  |
| A  | 93-97 (4.0)  | C  | 77-81 (2.0)  |
| B+ | 90-92 (3.5)  | D+ | 74-76 (1.5)  |
| B  | 85-89 (3.0)  | D  | 70-73 (1.0)  |
|    |              | F  | BELOW 70 (0) |
|    |              | I  | Incomplete   |

**Starting in the 2015-2016 school year, class Valedictorian and Salutatorian will be determined using student percentage grades.**

### **Parent-Teacher Conferences**

Conferences are scheduled twice a year, once each semester. Elementary teachers will contact parents by letter scheduling a time to meet on your student. Secondary parents will be notified via the school newsletter or other school communication.

### **Honor Roll**

There are three levels of honor roll at Lawrence/Nelson Jr. – Sr. High School, Sandy Creek Middle School, and Sandy Creek Senior High. Semester classes will be considered.

1. Distinction Honor Roll: A student must achieve an average for the grade reporting period of 4.0
2. Honor Roll: A student must achieve an average for the grade-reporting period of at least 3.5 and receive no grade of C or below.
3. Honorable Mention: A student must achieve an average for the grade-reporting period of at least 3.0 and receive no grade of D or below.

A list of students doing outstanding scholastic work will be published at the end of each semester.

### **Secondary Eligibility Requirements**

Grades in all subjects, including non-core classes, will be reported each Friday beginning the second week of each semester. Any student failing two classes in any single week will be ineligible to represent SCNUSD#5. A pupil should never be placed on “pupils failing” list without first being on the “pupils about to fail” list. The period of ineligibility, following the reported Friday of failing two or more classes, which results in attained ineligibility status, will be from the next Monday to Sunday, inclusive. Ineligible students will not be allowed to participate in any NSAA competitions which include but not limited to the following: football, volleyball, cross country, basketball, wrestling, track, golf, speech, one act, yearbook, journalism, and student council. Exceptions to NSAA competitions are district large group vocal and instrumental music due to the fact of students receiving a performance grade. Also, ineligible students will not be allowed to participate in Prom, Homecoming, FBLA, Clowns, FFA, Close Up, Guess, Quiz Bowl, NHS, NAHS, and any other student clubs or organizations that may be formed or exist that requires student participation outside the normal school day that would result in missed school time. Students are expected to practice with their team or group during the ineligibility period.

### **Student Planners**

Students may be required to completely fill out the planners each day. These planners may be checked during homeroom each week. The planners may also be checked at random during the week. Students will receive a verbal warning the first time the handbook is not completed and will receive a detention for each additional time the handbook is not filled out completely. Students in other grades are encouraged to use their planners.

### **High School Requirements**

#### **Graduation Requirements**

- **Language Arts: 40 Credits**
- **Mathematics: 30 Credits**
- **Science: 30 Credits**
- **Social Studies/History: 30 Credits**
- **200 Total Credit Hours for Graduation**

Each high school shall require from grades nine through twelve at least 200 credit hours for graduation, for which at least 80 percent shall be from the core curriculum. The number of credit hours given for a course may be less than the number of instructional units and may be increased



up to 25 percent above the number of instructional units. The minimum requirements that all students must take includes:

- Language Arts. Forty credit hours of Language Arts with course content that includes composition, verbal communication, literature, research skills, and technical reading and writing.
- Mathematics. Thirty credit hours of mathematics with course content that includes algebraic, geometric, data analysis, and probability concepts.
- Science. Thirty credit hours of science with course content that includes biological, earth/space, and physical science concepts with corresponding science inquiry skills and laboratory experience.
- Social Studies/History. Thirty credit hours of social studies/history with course content that includes civics/government, 9 geography, United States and world history, and economic concepts.
- Visual and Performing Arts - 40 instructional units which include each year instruction in vocal music, instrumental music, and visual arts.
- Career Education. The curriculum includes 80 instructional units in Career Education that include instruction in any of the following career fields: (1) Agriculture, Food and Natural Resources, (2) Business, Marketing, and Management, (3) Communication and Information Systems, (4) Health Sciences, (5) Human Services and Education, (6) Skilled and Technical Sciences. 004.04B6a Agriculture, Food and Natural Resources. The curriculum in this career field includes areas such as animal, plant, and soil sciences, agribusiness, food science, power, structural and technical systems, leadership and human resource development, natural resources, biotechnology and environmental science. 004.04B6b Business, Marketing, and Management. The curriculum in this career field includes areas such as e-commerce, business communication, finance, business and consumer law, entrepreneurship, accounting, business economics, personal finance, consumer economics, financial services marketing, retailing, fashion marketing/merchandising, international marketing, sports and entertainment marketing, hospitality and tourism. 004.04B6c Communication and Information Systems. The curriculum in this career field includes areas such as advertising, public relations, commercial photography, journalism, graphic design, broadcasting, scriptwriting, radio/TV production, information technology applications, web design, interactive media, networking, e-commerce, computer science, and information technology. 004.04B6d Health Sciences. The curriculum in this career field includes areas such as nutrition and food, family health, medical terminology, health informatics, therapeutic services, diagnostic services, certified nursing assistant, and health care sciences. 004.04B6e Human Services and Education. The curriculum in this career field includes areas such as independent/adult living, home management, housing and home furnishings, family health, clothing and textiles, parenting and child development, human resource development, criminal justice, human growth and development, interpersonal relationships, and applied psychology. 004.04B6f Skilled and Technical Sciences. The curriculum in this career field includes areas such as housing and home furnishings, woods and construction, construction/ electricity, construction/home maintenance, computer aided drafting, metals and welding, manufacturing/metalworking, manufacturing/woodworking, millwork and cabinetmaking, electronics, technology

engineering education, Principles of Technology, technology education, transportation power/auto mechanics, automotive services, and energy.

### **Candidates for Graduation**

Seniors must meet all graduation requirements to participate in graduation ceremonies. All work must be turned in by 3:38 p.m. of the seniors last day. Seniors who are candidates for graduation but who need credits from extension courses to complete graduation requirements are required to complete such courses by May 1 of the year they are to graduate in order to be eligible to participate in graduation exercises.

Eligibility for honors as a Valedictorian or Salutatorian at commencement exercises is based on G.P.A. earned in grades 9 through 12. In addition, students must be in attendance in the S.C.N.U.S.D. #5 system for four full semesters in grades 11 and 12 to be eligible for Valedictorian or Salutatorian.

The school district supports traditional graduation exercises. Students participating in the graduation ceremony will dress and conduct themselves in a manner appropriate to the solemnity and dignity of the occasion. Students shall be subject to a pre-commencement dress code inspection. Clothing shall be of a type that is appropriate for a formal gathering. Jeans, tennis shoes, and flip-flops are prohibited. If the school district deems any part of the student's attire to be lewd, offensive, vulgar, obscene, disruptive, or inappropriate, the student shall make changes as directed by the school district officials. Students who do not comply with the behavior and dress standards of the district may be removed or excluded from the ceremony.

### **Secondary Schedule Changes**

Any change in class schedules must be made no later than the third day of the first semester and second day of the second semester. All classes dropped must have the approval of the student, the guidance counselor, the teacher(s) involved, the principal, and the parent or guardian. Forms for this are available at the counselor's office.

### **Withdrawal from School**

For students to withdraw from school during the school year, S.C.N.U.S.D. #5 must receive communication from either parent or guardian requesting that a transfer be given stating the reason for withdrawal and the destination of the student. A withdrawal sheet will be given to the student to take to each teacher for proper clearance.

### **National Honor Society**

The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students.

### **Guidelines for National Honor Society**

Student must be a Junior or a Senior with a cumulative GPA of 3.7 (May have one semester of probation if GPA falls below 3.7 after induction)

During their high school years, the student must follow the good student conduct code (see student handbook), which includes respect for others and property, by having none of the following:

- No suspensions during high school years (one in-school suspension could be overlooked during the student's freshman year)
- No detentions dealing with cheating or plagiarism
- No violations against the drug and alcohol policy
- No stealing or vandalism

Leadership will be demonstrated by participating in no less than two activities per year.

Ten hours of community service are required prior to acceptance into NHS. To continue membership, one service project per semester will be done.

Once inducted into the National Honor Society, the above requirements must continue to be met.

### **Attendance**

1. Excessive absenteeism is defined as more than eight absences per semester for each individual class period for any reason other than school-sponsored activities. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present.
2. A high school student who is absent more than eight times from any class in a semester will lose credit for that course unless the Absence Review Committee and/or Principal determine that, due to the nature of the absences, credit shall be granted. The student may also be removed from the class.
3. All absences shall count towards the eight-day limit, except those that are due to school-sponsored activities. There will be no differentiation made between excused and unexcused absences.
4. Students must arrive to each class on time. Students who do not arrive to class on time will be counted as tardy. A student will only be excused from being tardy to a class if they have a pass from the teacher of their previous period. A student's first tardy to class and subsequent tardies to the same class will result in discipline. On the fourth tardy an intervention meeting will be held with the student and principal or counselor. The student tardy policy is per class per semester.
5. All students who are tardy first period must sign in at the office upon arrival to school. First period tardies will result in discipline if a phone call has not been made to the school by parent/guardian prior to arrival to school or the student does not have a signed note from parent/guardian. Oversleeping will be an unexcused tardy and will result in discipline.
6. Any student who is absent more than twenty days in a school year will be reported to the county attorney.

**Parent Notification**

The school will notify a student and their parent/guardian when the student has accumulated five absences or the hourly equivalent in any semester. The parents may be requested to meet with the Principal to discuss the attendance problem. A report may be filed with the County Attorney if parent/guardian refuses to meet with the administration and the attendance problem continues.

A second notification to the parent/guardian will be made after nine absences. This will notify parent/guardian of their child's loss of credit and appeal process or possible reinstatement. The attendance officer or his or her designee shall file a report with the county attorney in which a student resides when the student is absent more than twenty days per year or the hourly equivalent.

**Absence Notification**

Parents are requested to call the school at 726-2151 or 877-726-2151 (Sandy Creek) OR 225-3371 or 866-225-3371 (Nelson) OR 756-7013 or 866-756-7013 (Lawrence) or 762-3561 (Sandy Creek Middle School) between 7:30 a.m. and 9:00 am. daily to notify the school of any student's absence. If the student will be arriving prior to 9:00 a.m., a phone call by the parent/guardian must be made prior to their arrival. Parents of any students absent and unaccounted for will be called by phone by the principal's office after 9:00 a.m.

If verifying phone call has not been made, student must present a signed note stating the reason for absence and date of absence upon return to school. Absences, which have not been verified by phone or note, will be considered truancies.

**Absence Review**

After going beyond eight absences for a student, a committee consisting of the Principal, the Counselor, two teachers, secretary, and nurse will meet to review the attendance record of the student and the nature of the absences. The student and parent/guardian must present information to the committee. For example, if a student has had a severe illness or prolonged hospitalization, then the student would not lose credit. The committee may make one of three decisions:

1. Allow the student to remain in the class on a no-credit basis. The student would receive a grade, but no credit. This would allow the students to obtain credit the second semester. Special requirements may be placed on the student.
2. The student will be dropped from the class and receive a failing grade. Those students dropped from the class will be assigned to a study hall.
3. Grant the student special consideration and allow the student to remain in the class with full credit. Special requirements may be placed on the student.

The decision will be determined by a majority vote. A student may appeal the decision made by the committee to the Principal. Any decision of the Principal may be appealed to the Superintendent of Schools.

### **Perfect Attendance**

Perfect attendance requires a student to be in school from the beginning time to the ending time of the school day (no early outs or tardies for any reason). The only exceptions are activities supervised by school staff, for example, field trips, athletic contests, extra-curricular contests, etc. and college visits or college testing when approved by the counselor.

### **College Day**

Seniors are allowed to visit colleges or attend college/career-related activities upon recommendations of the counselor. Seniors are allowed two (2) days per school year, and juniors are allowed one (1) day per school year. A student will not be counted as absent on these days, and the absence will be treated as a cancelled absence.

### **Parent Notification of Teacher Qualifications**

On January 8, 2002, President Bush signed into the law “ No Child Left Behind” Act (NCLB). NCLB is designed to improve student achievement by increasing federal involvement in public education both at the state and local level. Under NCLB, school districts that receive Title I funding are now required to inform parents they have a right to know the professional qualifications of their children’s teacher(s). Therefore, parents of the S.C.N.U.S.D. #5 School District may request to know the qualifications of their child’s teacher(s).

As a parent if you would like to receive specific teaching credential information about your child’s teacher(s), please contact your school’s building principal. Please give the building principal at least three school days to contact you with information about teaching credentials of your child’s teacher(s). In addition, under NCLB the school district is required to let parents know when teachers who don’t fit the NCLB’s definition of “highly qualified” teach their children for four or more consecutive weeks.

## ***PROCEDURES & POLICIES***

### **Philosophy**

It is the goal of S.C.N.U.S.D. #5 School to provide a safe, pleasant and orderly learning environment. The staff expects students to comply with certain guidelines to achieve these goals. It is the responsibility of the student to follow the guidelines for maintaining a safe, pleasant and orderly learning environment or accept consequences for making other choices. Each student is responsible for his/her choices...no one else.

### **Good Student Conduct Code**

Students are expected to:

1. Respect the rights and property of others.
2. Respect the right of others to learn.
3. Follow the instructions of staff members cheerfully and promptly.
4. Obey all school rules and have no infractions against the student handbook.
5. Be responsible for their actions and accept the consequences of their choices.
6. To be on time and have all necessary materials.
7. Use appropriate language.

8. Treat other people kindly and politely.
9. Respect and take care of school property.

### **Dress & Appearance**

Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Appropriate clothing shall not pose a health or safety problem, should not disrupt the instructional process, and should properly cover the body and comply with reasonable standards of decency. Students will be expected to adhere to the following guidelines during school or during school functions on or off school property.

1. Students are not to wear any form of cut off t-shirts. Students may not wear clothing that exposes the midriff. Clothing must also cover the area under the arm and must not reveal the student's undergarments. Both pieces of two-piece outfits must touch each other at all times, whether the student is sitting or standing.
2. Clothing usually worn as undergarments, may not be worn as outer garments (e.g., sports bras, spandex tops and shorts, and boxer shorts will not be permitted as outerwear).
3. Skirts, shorts, and dresses must reach a student's mid-thigh or lower. If a student chooses to wear yoga pants they must wear a top sufficiently long enough to reach the mid-thigh area.
4. Skinny straps, backless shirts, and halter-tops are prohibited. All tops must have straps at least two inches wide between the neck and the shoulder.
5. Clothing and tattoos that promote alcohol, tobacco/tobacco products or drugs, or contains any message that is at odds with the educational mission of the district is prohibited.
6. Clothing and tattoos that have a printed message that is sexually explicit or suggestive is prohibited.
7. Pants must not drag on the floor when a student is walking or standing.
8. Students may not wear oversized clothing or pants, jeans, or shorts worn in a sagging fashion below the waistline. Overalls and suspenders must be worn with straps over the student's shoulder and fastened.
9. Belts, which are extra long with excess hanging loosely, are prohibited. All belts are to be tucked in the belt loops and worn around the waist.
10. Students must wear shoes, boots or sandals at all times.
11. Wallet chains are not permitted.
12. Students may not wear hats or bandanas in the school building during the school day unless they have received special permission from the building principal.
13. Clothing with holes that expose skin above the student's ~~mid-thigh~~ knee or exposes undergarments will be prohibited.
14. Pants, shorts, skirts and dresses must be hemmed and may not be cut off, frayed or ragged.
15. Pajama pants and blankets are prohibited.
16. Students may not wear shoes or other garments that may damage school property through normal use (e.g., students may not wear cleats).
17. Student's clothing must be clean enough so as not to cause a distraction.
18. Students must remove large or dangling jewelry upon request of the classroom teacher or building principal.

Violations of these guidelines will subject a student to disciplinary consequences, which are outlined later in this handbook.

**Firearms and Weapons Policy 5142.30.** No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

**Firearms.** No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Exceptions for Students.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Consequences – Weapon.** State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

### **Alcohol & Drug Regulations**

The possession of or use of alcohol or drugs including any substance, which has the appearance of an unlawful drug (e.g., “look-alikes”) on school property or during school sponsored activities is strictly forbidden. Any student in possession of drugs or alcohol on school property will be

suspended out of school. Any student under the influence of drugs or alcohol during the day or during a school-sponsored activity will be suspended out-of-school.

Students failing to comply with these regulations and who are in violation of the law may be turned over to the proper legal authorities for investigation and appropriate legal action. The administration shall follow established Board policies relating to alcohol and drug incidents.

### **Books & Fines**

Textbooks are supplied at no cost to students and are checked out by the teacher in each class. Teachers will record the book number at the time of checkout and the student is responsible for checking in the same book (showing only normal wear) at the end of the term.

Damage to books such as torn pages, broken covers, ink or pencil marks, etc. are subject to a fine at the discretion of the teacher. Books are to be kept in lockers or on shelves provided. They are to be kept off the floors at all times.

### **Guidelines for Study Hall**

1. Respect each person's right to learn, their feelings and their property. A study "Atmosphere" must be maintained.
2. You must have a pass to go to any other part of the building. On written passes, there should be no more than 2 people on a pass. There are permanent passes to the restrooms, media center and the office. Only one person may check out to the restroom at a time. You must checkout on the checkout sheet writing your name legibly.
3. If you need to work with a teacher in their room you must have a pass from that teacher before you come to study hall.
4. You must have something to do at all times. Plan ahead and bring enough work to keep busy throughout the period.
5. If you leave during the period you must be back before the dismissal bell.
6. If you are ineligible, you will not be allowed to go to the media center.
7. There will be a limited number of students to and from the media center per study hall.
8. If you have been ejected from the media center, the first offense will be for 2 weeks and a second offense will result in being banned from the media center for the semester. Passes from teachers assigning media center work may over ride the banning.

### **Student Driving and Parking**

Cars and motorcycles driven by secondary students are to park in the designated parking areas. Violation of this rule will result in a one-hour detention. Reckless driving or if you are asked to move your car due to illegal parking a one-hour detention will also be served or an alternative parking spot will be assigned. The maximum speed limit next to the school property and school leased property is 15 MPH.

There should be no sitting in the cars during school time or lunch period. Students driving on school permits are to drive the shortest route between home and the school building. The only time that students will be allowed to use their cars during school hours is if they obtain prior permission from the office. If students are deemed unsafe to drive in the school parking lot or



have had multiple infractions to the student handbook then they will not be allowed to park on school grounds.

By driving personal vehicles to school, students consent to having their vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

- Sandy Creek Secondary: Students will park south of the flagpole and school sign in an orderly fashion.
- Lawrence-Nelson Secondary: Student parking is located on the north side of the building between the signs.
- Sandy Creek Middle School: Student parking will park in the North Lot.
- For both schools over flow areas will be designated as needed.

### **Pick up and Drop off at Sandy Creek Middle School**

Jr. High or High School students driving to Sandy Creek Middle School in Clay Center and getting on the bus to Sandy Creek Sr. High, must park their vehicles in the north end of the north parking lot (right next to the fence). There will be cones marking this area. Students should enter through the north doors and wait for pick up to Sandy Creek in the breezeway. The bus is scheduled to pick up students at 7:50.

All students (K-12) getting on the bus to Sandy Creek should enter the north door and meet in the breezeway. The bus is scheduled to pick up students at 7:50. Students walking must use the underpass. Students riding bikes should cross the highway at John Burklund's station.

### **Lockers & Materials**

Lockers, though assigned to students, are school property. Students are not to trade lockers or transfer to empty lockers. A record of locker assignments is kept in the office. Student should not expect privacy regarding usage of or items placed in lockers. Lockers are school property and are subject to search at any time by school officials. Students are to keep lockers clean and orderly at all times. Stay out of other students' lockers. All students assigned lockers in the locker room for P.E. or athletics must furnish their own lock for that locker and keep it locked while not in use. The school is in no way responsible for lost or stolen articles.

### **Book Bags & Coats**

Book bags and coats items must be kept in lockers through out the school day. Book bags will not be allowed in the passing of classes through out the day. Lockers are provided and must be used in between each class. This will relieve students of carrying all their books to every class. Coats may not be worn during the school day except with special permission of the student's classroom teacher or the building principal.

### **Bus Rules**

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will

be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges
- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Students who ride busses to school-sponsored activities must return to the school on the bus. Once the student is at the activity, the only exception to this rule is if the parents give written permission to the sponsor, or speak to the sponsor in person, and request to take their student home with them, or they may request that their student ride home with another parent. A student may also be excused ahead of time if written permission from the parent is received by the office prior to the bus departure time.

**Field Trips**

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff. Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **Elementary Recess Time**

All elementary students are expected to play outside for recess. In the case of rainy or cold weather, a schedule will be followed for the use of the gym and classrooms. On snowy days, when it is not too cold to go outside, children will be allowed to play in the snow if they have the proper attire (snow pants, snow boots, hats, mittens and a warm coat). Parents may also need to send extra shoes, socks, pants, etc. for your child to change into. If your child has been ill and should not play outside, please send a note to the teacher. Otherwise, the student will be expected to play outside.

### **Elementary Common Area Rules**

#### **Cafeteria Expectations Are:**

##### Be Safe

- Sit correctly at tables
- Feet on the floor
- Walk carefully with your trays
- Be aware of others
- Keep food to yourself

##### Be Respectful

- Follow supervisors instructions
- Use good manners
- Focus on eating

##### Be Responsible

- Clean up after yourself
- Get a nutritionally balanced lunch, "Eat The Rainbow."

##### Be Resourceful

- Work it out with others
- Be ready to dump your tray: trash, silverware, milk.

#### **Hall Expectations Are:**

##### Be Safe

- Single file line
- Straight line
- Keep to the right

##### Be Respectful

- Hands to side
- Keep hallways clean
- Be aware of others

##### Be Responsible

- Listen to instructions
- Follow directions
- Silent in the hallways

##### Be Resourceful

- Assemble quickly
- Find solutions to problems

**Playground Expectations Are:**

## Be Safe

- Stay within boundaries
- Use equipment properly
- Follow Rules

## Be Respectful

- Play fair
- Follow game rules
- Include everyone
- Take turns

## Be Responsible

- Dress for the weather
- Return equipment
- Line up quickly and safely

## Be Resourceful

- Include others
- Find solutions to problems

**General Behavior Expectations Are:**

- Be Safe
- Be Respectful
- Be Responsible
- Be Resourceful

**Lunchroom Procedures**

All students will remain in designated areas over the lunch hour break. A student may bring his or her own lunch that cannot include soda or pop. Lunches from short order restaurants are not permitted. As a result of Board action, no student may leave the campus over the lunch hour break.

Pop, juice, water, and food may only be consumed at designated areas and times. Consuming food and open containers are not allowed in the hallway or lockers. The bottle must be clear. Open containers are prohibited.

Parents are encouraged to eat lunch with their children. Parents must call the school no later than 9:00 am to ensure that enough food is prepared. Parents will be required to pay the adult lunch price.

Free or reduced lunches are available. Forms are sent out at the beginning of the school year indicating guidelines for the program or you may contact the school during the year for information. Free and reduced prices do not apply to elementary milk breaks.

### **Hallway Conduct**

Students are asked to remain reasonably quiet in the halls during passing and not to run or act in a manner to endanger other students. Students will refrain from the use of obscene gestures and language in the halls.

### **Students in the Building After School**

Students are expected to leave the school building when they are dismissed. Only students who are supervised by a teacher will be permitted to remain after school hours. On the days of after-school activities in the gymnasium, students are expected to remain in that area only.

### **Permission to Leave the Building**

When it becomes necessary for a student to leave during the school day, a phone call or note from home is required. Students will report to the office to obtain permission. Under no circumstances should any student leave the school grounds during the school day unless the office has given specific permission.

### **Detentions**

The teachers or the office may assign detentions to students who choose not to follow the established rules or guidelines. Detentions will be thirty (30) minutes in length and are to be served after the school day. Detentions may be served before school with special arrangements made in advance. Detentions must be served before or after school, unless other arrangements are made with a specific teacher or the Principal.

Students are expected to arrive on time to the room they are assigned detention, and they must have something to work on during the entire detention period. Two (2) additional detentions will be assigned to students who do not serve the detention on the pre-determined dates (i.e., one hour of detention). Refusal to serve detention will be referred to the Principal, and the student will be assigned to Saturday School.

Elementary students who must serve after-school detention will phone home to make arrangements to stay after school, or the teacher will send home a note and the student will stay after school on the following day. In such cases, it will be the parent's responsibility to arrange transportation home for the child following the detention being served.

### **After School Program**

Sandy Creek (Sandy Creek Success Challenge Program) and Lawrence/Nelson (Raiders Rise Above (RAP Program) have after-school programs designed to help students achieve academic success. The programs offer students the opportunity to study, complete assignments, and obtain academic assistance from staff members.

All students are allowed to attend the program voluntarily. Students who are referred to the program by a teacher due to missing or incomplete assignments are required to attend unless a parent or guardian signs the referral form, which indicates that the student will not be attending the program. However, a student's failure to attend the program may lead to incomplete assignments, class failure, and suspension from activities. Please contact the secondary office for further information about the Success Challenge Program.

The Sandy Creek and Lawrence/Nelson program meets Monday through Thursday from the dismissal of school until 4:00 p.m. All students are allowed to attend the program voluntarily. Any student with a grade below 70% in any one class and/or the same class for two consecutive weeks and whose name appears on the weekly ineligibility list for failing a class will be required to attend the program. Failure to attend the program as required will result in the student making up the missed time and may also result in suspension and may lead to incomplete assignments and class failure. Please contact the secondary office for further information about the Raiders Rise Above (RAP) or Sandy Creek Success Challenge program.

### **Extended School Day Services**

Purpose: To provide a safe, structured, study environment for students who have been assigned to an Extended School Day due to a school rule infraction or to make up work or excessive absences. The premise behind this program is to provide students an alternative consequence for behaviors that fail to live up to the expectations we have for S.C.N.U.S.D. #5 students. Through this program we hope to encourage students to make better choices and to take responsibility for their actions.

#### Guidelines and Schedule:

- The Extended School Day will run from 4 PM to 8 PM. Students should report to the designated area. Students are expected to stay a minimum of two hours.
- Acceptance of an excuse not to attend is strictly left up to the discretion of the administration.
- Students, who do not show or have an unexcused absence from the Extended School Day, will not be able to participate in any extra-curricular activities, and may be given additional discipline, up to the discretion of administration.
- In case inclement weather causes cancellation of an extended school day session, students and parents will be informed of cancellation of said session.

#### Rules and Regulations:

- Students will be on time.
- The student must bring homework or appropriate reading material. Students will be expected to work for the entire time, and must remain for a minimum of two hours.
- Students will remain seated except as permitted by the supervisor.
- Guests will not be allowed at any time.
- Sleeping is prohibited.
- All Student Handbook rules apply, and cell phones should not be in the student's possession during the extended school day session, unless permission is specifically granted by the sponsoring supervisor's member.
- Breaks may be allowed at the supervisor's discretion.
- Talking with others in the session is prohibited.
- Students who fail to follow these rules or disrespect the supervisor will be dismissed from the Extended School Day, resulting in suspension/additional discipline.

### **Possible Situations for the Extended School Day Assignment**

- Students who receive more than two detentions during a quarter for any reason may be assigned to an Extended School Day. This includes detentions assigned for tardies, arriving to school late in the morning, late or incomplete work and inappropriate behaviors.
- Students are assigned two additional detentions if they do not show up to serve a detention. If the student still does not show to serve the time, they will be assigned to an Extended School Day.
- Truancy.
- The Extended School Day will be assigned, if in-school suspension is ineffective in changing student behavior. The Extended School Day may be assigned to a student as an alternative to in-school suspension.
- The Extended School Day may be assigned for any disruptive behavior to the learning environment depending on the severity. The Principal will determine this.
- Any student failing two or more courses throughout the school year will be assigned to an Extended School Day, or who have an excessive amount of missing or late work.

### **Student Assistance Program/Team**

The S.C.N.U.S.D. #5 recognizes that students can experience a number of personal, behavioral, and/or medical problems that can have an adverse affect on their behavior, conduct, or academic performance in school. Such problems could include learning disabilities, physical illness, emotional/psychological disorders, family or legal problems, alcohol and/or other drug abuse situations or other personal concerns. The school becomes concerned when any of these difficulties repeatedly and definitely interfere with a student's school performance or jeopardizes their health, safety, and physical welfare or the educational opportunity and rights of other children or school personnel. When school district personnel have these concerns about a student, the district will convene a student assistance team consisting of members of the teaching staff selected by the student's building principal. The team will examine the factors contributing to the student's educational difficulties and will recommend actions that the student, his or her family or the school may take to improve the student's performance. Teachers, parents, students, or any concerned individual or community agency can initiate referrals.

### **Availability of Teachers**

Students who have free time, and who need the assistance of a teacher are requested to visit with the teacher when the teacher is free. Please obtain the necessary pass before the period begins in which you are planning to visit the teacher. Students are asked not to disturb teachers during their lunch hour or during their class time, but they should feel free to ask for help at any other time. For the benefit of the students, teachers will be available until 4:00 PM to work with those who need extra help. Hopefully students will take advantage of this opportunity because it is often impossible to give individuals the attention they need during regularly scheduled classes. If you need help, feel free to ask the teacher or go to the guidance counselor.

### **Elementary Parties**

To develop social skills, to learn to share, and to enhance friendships, various parties may be held each year. The room parties scheduled are for Halloween, Christmas, and Valentine's Day. Parties will last from 45 minutes to an hour. Birthday treats will not be allowed. The school staff



will determine times. Birthdays will be recognized through an activity arranged by the classroom teacher. Parties given at home are a matter for each family to arrange, but unless an entire class is invited, invitations will not be distributed at school.

### **Secondary Dances**

The school sponsors these activities for the benefit of the students; therefore, the school sets up the following guidelines.

1. Class parties and school dances are to be cleared through the office.
2. Dances may be on Friday or Saturday (or end of school week) and shall be over by 12:00 a.m. Time may be extended to 12:30 a.m. with approval of the administration.
3. Students may enter a dance or party once. If they leave the dance or party they may not re-enter.
4. You may bring a guest if you accompany him/her.
5. You must be in school the last six periods of the day of a party or dance or you may not attend. Parental appeals for an exception should be cleared through the administration.
6. The students are to treat the chaperones with the utmost respect. (Minimum of two sponsors.)
7. Once you enter a dance, you may not leave and come back.
8. Prom and Homecoming are only open to high school students.
9. All dances are restricted to the students of S.C.N.U.S.D. #5, unless dates are signed up in advance and approved by administration (no one 21 years or older will be admitted).
10. All rules applying to school activities are applicable at school dances.
11. Homecoming Dance, and Jr. - Sr. Prom may extend until 12:30 am.
12. The Homecoming King and Queen cannot be candidates for Prom King and Queen. Transfer or Foreign exchange students are eligible to be candidates if they have been a student of S.C.N.U.S.D. #5 for at least 90 days.
13. Students ineligible academically will not be able participate in secondary dances.

### **Eligibility Guidelines for Homecoming King & Queen at Sandy Creek & Lawrence-Nelson**

There will be four (4) candidates for the King and four (4) candidates for the Queen, and these are voted on by the 9th - 12th grades. Qualifications to be a candidate are:

1. You must be a senior;
2. You must have a 2.0 G.P.A. or better;
3. You must not have ever been convicted of a crime or been on any school suspensions or expulsions during the current school year; AND
4. You must have been, or are currently involved in, at least two (2) extra curricular activities during your high school years.

After the four King and four Queen candidates are determined, the 9th - 12th grades shall vote on one King and one Queen for the Homecoming festivities. Eligibility Guidelines for Prom King & Queen at Lawrence/Nelson:

There will be three (3) candidates for the King and three (3) candidates for the Queen, and these are voted on by the 9th - 12th Grades. Qualifications to be a candidate are:

1. You must be a Senior;
2. You must have a 2.0 G.P.A. or better; AND
3. You must not have ever been convicted of a crime or been on any school suspensions or expulsions during the current school year.

After the three King and three Queen candidates are determined, the 11th - 12th grades shall vote on one King and one Queen for the Prom festivities.

### **Fire Drills**

Regular fire drills will be held throughout the school year. You will receive instructions from your respective teacher as to where you will proceed with your class in the event of a fire drill. The following general regulations pertain to a fire drill:

1. Walk in single file and in silence.
2. Go directly to the assigned staging area.
3. Wait for bell to ring or signal before entering the building.
4. Return to Class.

### **Tornado Drills**

Tornado drills will be announced according to building procedure. Students and teachers are expected to adhere to the following procedures:

1. Students are to move quickly and quietly to assigned area.
2. Leave your books, etc.
3. Teachers are to account for all their students.
4. Sit with backs to the wall – stay away from glass.
5. Students should put their head face down and cover their face if possible.
6. Students are to remain calm and stay in place until all clear is given.

### **School Closing**

Arrangements have been made with radio stations KHAS-Hastings, KGFW/KQKY/KRNY-Kearney, and KRFS-Superior and with television stations KHAS, KOLN/KGIN, NTV and KLKN to announce the closing of school.

The decision to close school will be made as soon as possible. The announcement will be made on radio and T.V. Students and parents are urged to listen for the announcement on stormy days.

The school district will also announce school closings and emergency or urgent notifications via telephone and email through the notification system. Participants will receive a pre-recorded message by telephone.

**Visitors**

Students may not bring visitors to school without prior approval of the Principal. Visitors will be expected to abide by the same rules as the student body observes, or they will be asked to leave. No visitors will be allowed the first or last week of school, or the week before or after Christmas break. Parents/Guardians are welcome to visit school at any time so long as the presence does not disrupt learning. All visitors must sign in at the office.

**Class Organizations**

Class dues may be assessed as long as they are reasonable and meet the approval of the sponsor, principal, and 2/3 of the class. Class monies are to be paid to the secretary and the secretary turns the money in to the office to be deposited. Students who qualify for free and reduced lunches may refer to the board's policy on student fees for information on how to apply for a waiver of class dues.

**Clubs**

Any club organized in S.C.N.U.S.D. #5 School must have the approval of the principal. A student may hold a maximum of two major club offices (president, vice-president, secretary, treasurer). This includes student council, class officer, plus any other clubs or organizations that may be formed. In addition to these major offices, a student may also hold a maximum of three minor offices (project chairman etc.).

**Public Display of Affection**

A public display of affection between students will not be allowed. This includes handholding, kissing, and other physical forms of affection. Parents will be notified and detentions will be assigned if this display continues.

**Telephone Calls**

Students will not be called to the district's land-line telephone during class time except in case of an emergency. Messages will be taken and delivered to students.

**Daytime Access Information**

We will continue to utilize the safety plans implemented in regard to entrance to the school building during the school day. Once the school day has begun, all doors will be locked except for the designated entrance. The designated entrance is the only available entry into the building during the school day when school is in session. All individuals entering the building after the school day has begun will need to sign in at the office and will be requested to wear a visitor's sticker.

**Student Discipline Policy 5115.10**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written

consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **Short-Term Suspension**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule

or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the

review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

#### **Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and*

- includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);*
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
  8. Engaging in bullying as defined in section 79-2,137 and in these policies;
  9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
  10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
  11. A repeated violation of any of the following rules, or a single violation if the conduct is forbidden by Nebraska law, if such violations constitute a substantial interference with school purposes:
    - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
    - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    - c. Violating school bus rules as set by the school district or district staff;
    - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
    - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
    - f. Possession of pornography;
    - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
    - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.



2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Use of Corporal Punishment**

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

### **Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy

to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Aggravated or felonious assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

### **Student Appearance**

Any manner of dress, hair style, make up, personal cleanliness, or other personal appearance that (1) could reasonably be interpreted as a serious expression of an intent to harm or cause injury to another; (2) violates any statute; (3) constitutes a threat to the safety, health, or welfare of the student or another; (4) does or reasonably could materially or substantially interfere with or disrupt the educational environment, the districts day to day operations, or the education process; (5) causes or may cause excessive maintenance problems in the school; or (6) is lewd, vulgar obscene, or plainly offensive may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

### **Building Entry and Movement**

Students involved in special activities before 8:00 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal.

During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in their room.

### **Respect for Persons and Property**

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

## **Tobacco/Alcohol and Other Drugs**

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time (Policy 5131.55)

Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on school property or at other community sites), or when being transported in vehicles dispatched by the school district.

## **Student Use of Electronic Devices and the Internet Policy 5115.17**

### **A. Agreement Form and Protocol for the Use of Devices/Technology on Campus**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at South Central Nebraska Unified School District #5 in grades K-12 will be issued a computer device. In addition, students may bring their own technology devices to campus. The delivery and individualization of a 24/7 instructional technology initiative provides mobile computing and wireless technology to all students.

### **B. Definition of "technology device"**

Wherein the term "school issued technology device" is used refers to the school issued technology item(s). The term "BYOD device" means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet accessing, imaging capturing/recording, sound recording and information transmitting/receiving/storing, etc.

### **C. Security and Damages**

Responsibility to keep the BYOD or school issued device secure rests with the individual owner. Students shall be personally and solely responsible for the security of all electronic devices. Neither the South Central Nebraska Unified School District #5 nor its staff is liable for any device stolen or damaged on campus. If a BYOD is stolen or damaged, it will be handled through the administrative office similar to other personal

artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches is used to physically identify the individual's BYOD from others. Additionally, protective cases for technology are encouraged.

#### **D. Receiving and Checking in School Issued Technology**

Technology devices will be distributed at the beginning of each school year. Parents and students must sign the Student Acceptable Use Form for Network and Internet Access, Technology Agreement, Technology Fee Agreement, Technology User Fee Agreement and Student/Parent Responsible Use Pledge documents before the school issued technology may be checked out.

School issued technology items will be collected by South Central Nebraska Unified School District #5 Help Desk technicians prior to the end of each school year. A student who withdraws or terminates enrollment at South Central Nebraska Unified #5 for any reason will be expected to return his/her school issued technology.

If a student fails to return the technology equipment at the end of the school year it will result in a grand theft report being filed with the local county sheriff's department and that student will be subject to criminal prosecution and/or civil liability. The student will also be responsible for paying the replacement cost of the technology item.

#### **E. Use of School Issued Technology**

School issued technology devices are intended for use at school every day. A student must take home school issued technology devices each day to charge the technology that night. Student issued technology should not be stored in a vehicle since extreme hot or cold temperatures can ruin the technology and its battery. A student is responsible for bringing student issued technology to all classes.

Student technology can be identified by a serial number. A student will also be required to keep his/her password, which gains access to his/her school issued computers, to protect the technology. A student shall not share his/her password with fellow students, school volunteers or any other individuals; he/she shall not use, or try to discover, another user's password, administrative passwords, or network passwords.

When a student is not using the school issued computer, it should be stored in a secure mobile cart or the school-issued bag/case.

Under no circumstances should technology be left in unsupervised areas such as the cafeteria, commons area, locker rooms, library, unlocked classrooms, hallways, and outside perimeters of the school.

Student work will be submitted to teachers electronically through uploads to a learning management system or emailed as attachments. A student will not be allowed to print as print drivers will not be installed on student computers, therefore, students are advised to back up files as often as possible or at least once per week using either an external device (flash drive or external hard drive) or a cloud-based storage service (Google Drive, DropBox, Evernote, iCloud, etc.). Loss of student work due to mechanical

failure or accidental deletion will not be an acceptable excuse.

The software originally installed by South Central Nebraska Unified School District #5 must remain on school issued technology in usable condition and be easily accessible at all times. Any additional software, apps, and games should not be installed without consent of the technology staff.

Electronic mail, network usage, software, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. A student may be selected at random to provide their technology for inspection.

If technical difficulties occur or illegal software is discovered, the technician will copy all files, and the hard drive will be re-imaged. The school does not accept responsibility for the loss of any software or documents deleted due to a re-imaging.

#### **F. Bring Your Own Device (BYOD) – Student Cell Phone and other Electronic Devices**

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the

offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Personal devices are charged prior to bringing it to school and runs off its own battery while at school. Charging devices will be available on a limited basis and is at the discretion of the classroom teacher.

### **G. Internet**

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time. A student shall not disclose personal information, such as name, school, address, or telephone number outside the school network.

### **H. Warranty, AppleCare Protection, Damages**

The South Central Nebraska Unified School District #5's implementation of 24/7 Technology Initiative includes AppleCare protection service. The following items are covered through warranty: mechanical breakdown, faulty construction, replacement parts necessary to repair the technology, accidental damage (liquid spills, accidental drops, power/electrical surges, etc.), and natural disasters.

What is not covered under AppleCare is cosmetic damage, damage or alteration from intentional misuse, improper maintenance by anyone other than South Central Nebraska Unified School District #5 technology staff or an Apple technician, altering of identification labels, theft, loss, damage from fire or flood.

Technology problems will be reported to the South Central Nebraska Unified School District #5 technology staff at Sandy Creek [sc247@southcentralusd.us](mailto:sc247@southcentralusd.us) or Lawrence-Nelson [ln247@southcentralusd.us](mailto:ln247@southcentralusd.us). They will service all repairs and acquire replacement parts on all technology when necessary. Technology staff support includes hardware and maintenance repairs, password identification, user account support, operating system or software support, application information, re-imaging hard drives, updates and software installations, and coordination of any repair work.

In the case of theft or fire, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a school issued technology device can be repaired or replaced.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the local county sheriff and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

### **I. Technology User Fee**

A technology user fee will be applied for use of school issued technology for insurance not covered through AppleCare. This provides 24-hour coverage against all damage. Coverage is effective from the date that the request form and usage fee payment are received by the school through the date the computer is requested to be returned

according to the Technology User Fee Agreement. The user fee portion is non-refundable and will not be reimbursed.

The technology user fee covers 90% of repair or replacement cost for the first incident and 50% on the second incident. The balance of each will be paid by the parent/guardian/student. Repair or replacement for any incidents beyond two is the responsibility of the student or parent/guardian. Chargers and bags/cases are not covered by the user fee.

South Central Nebraska Unified School District #5 will offer coverage to all students. A separate Technology User Fee Agreement must be signed and paid for each school issued technology device.

If a parent or guardian does not sign the Technology User Fee Agreement, then the school issued technology device will not be allowed outside of the school building. In addition, the parent/guardian could be subject to any or all repair or replacement costs if the technology device is damaged.

#### **J. South Central Nebraska Unified School District #5 Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student *does not have the right* to use school issued technology or a BYOD device while at school. When abused, privileges will be taken away. Respect of technology will benefit the learning environment as a whole. The student and parent/guardian participating in school issued technology or BYOD must adhere to the Student Code of Conduct, as well as all board policies, particularly harassment and bullying policies.

#### **K. Student Expectations in the Use of the Internet and Technology Devices**

##### **A. Acceptable Use of School Issued and BYOD Technology Devices**

1. Must be in silent mode while on school campuses or riding school buses.
2. Must be visible upon entering classrooms.
3. May only be used to access files on computer or Internet sites that are relevant to the classroom curriculum.
4. Games, movies, TV shows, may be played/viewed at teacher's discretion.
5. School appropriate music (no obscene lyrics) will be allowed on the technology and can be used at the discretion of classroom teachers.
6. Should a student choose to purchase their own case, the school issued item must still be in the school issued bag or case as well.

##### **B. Acceptable Use of the Internet**

1. Conduct research assigned by teachers.
2. Conduct research for classroom projects.
3. Gain access to information about current events.
4. Conduct research for school-related activities.

##### **C. Unacceptable Use School Issued and BYOD Technology Devices**



1. Gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
3. For commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
4. Publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
5. Erase, rename or make unusable anyone else's computer files, programs or disks.
6. Copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
7. Write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software often called, but not limited to, a bug, virus, or worm.
8. Configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
9. Forge electronic mail messages or web pages.
10. Attempts will not be made to bypass school's network filters.
11. Bringing on premises or infecting the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
12. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
13. Taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any student engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.
14. A student may not access web sites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student accidentally accesses this type of information, he or she should immediately notify a teacher.
15. Students may not use social media (Facebook, Twitter, YouTube, Instant Messaging, etc.) for anything other than a teacher-directed or approved activity during the school day.

16. Installation of peer-to-peer (LimeWire, BearShare, BitTorrent, Mojo) file-sharing programs.
17. Carrying school issued technology while the screen is open.
18. Deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats.
19. Attempt to repair, remove or install hardware components from school issued technology devices.
20. Subscribe to mailing lists, mass e-mail messages, games, or other services.
21. May not be used to cheat on assignments or tests.

**L. Care of School Issued Device**

1. Do not carry items other than a charger in the school issued technology bag or case.
2. Avoid placing anything on the keyboard before closing the lid (e.g. pens, pencils) on laptops.
3. School issued technology must remain free of any writing, drawing, stickers, or labels that are not the property of South Central Nebraska Unified School District #5.

**M. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. A student has no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

**N. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Loss of privilege to take device out of school building.
  - c. Short-term suspension;
  - d. Long-term suspension or expulsion in accordance with the

- Nebraska Student Discipline Act; and
- e. Other discipline as school administration and the school board deem appropriate.
- f. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

**O. Protection of Students**

1. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

2. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. Cyberbullying awareness and response.
3. The School District's curriculum/technology director shall inform staff of this educational obligation and shall keep records of the instruction, which occurs in compliance with this policy.

**Photographing of students attending Policy 5125.30**

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in this policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from the Principal or Teacher. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

**Sexual Harassment of Students by Other Students Policy 5131.70**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

### **Student Bullying Prohibited Policy 5131.60**

Students are prohibited from engaging in any form of bullying behavior while on school grounds, in school vehicles, and at school activities sponsored by South Central Nebraska Unified School District #5 or in which a School District representative is participating. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, intentionally isolate or demean, or harass any person. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior and may result in consequences up to and including expulsion.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

To further prevent bullying, students and parents are required to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior within the next four days that school is in session after the incident has occurred. The report may be written or verbal. The report may be written or verbal. School employees are required to inform the administration of all such reports. The appropriate building principal shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

### **Dating Violence Prevention Policy 5131.80**

The South Central Nebraska Unified School District #5 provides a physically safe and emotionally secure environment for all students and staff. Positive behaviors are encouraged in the educational programs of the District and are required of all students and staff. Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

Dating violence is defined as a pattern of behavior where one person uses threats or, actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner is defined as any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

### **Complaint Procedure Policy 1321.00**

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the

first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
  - d) Complaints involving discrimination or harassment may also be submitted, at any time during the complaint procedure, to the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550.
3. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution, which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator received the complaint.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) The superintendent will investigate, as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - c) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 12 months after it received complainant's written appeal.
  - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, along with legal counsel and executive

committee of the board, determine whether the complaint should be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

### **Admission and Ages of Attendance Policy 5111.00**

#### **Enrollment in Kindergarten**

Beginning with the 2013-14 school year, a child must reach the age of five on or before July 31<sup>st</sup> of the calendar year to be enrolled in kindergarten. The school district will enroll a child who will reach the age of five between August 1<sup>st</sup> and October 15<sup>th</sup> of the year of enrollment if the parent or guardian requests such enrollment and provides an affidavit stating:

- (a) the child attended kindergarten in another jurisdiction in the current school year; or
- (b) the family anticipates relocating to another jurisdiction that would allow admission within the current year; or
- (c) the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of performing the work of kindergarten.

The recognized assessment procedure(s) approved by the board [is/are] the [Developmental Test of Kindergarten Readiness - Second Edition (DTKR-II) by ProEd] [Kindergarten Readiness Test (KRT) by Scholastics] and the Dial 4.

The board delegates to the elementary principal responsibility for determining whether the conditions of this policy have been met.

#### Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

#### Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.



### Birth Certificate, Physical, Visual Evaluation and Immunization

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

### **Assessment of Fees for Students Policy 6163.00**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

#### **A. Definitions**

1. “Students” means students, their parents, guardians or other legal representatives.
2. “Extracurricular activities” means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

#### **B. Listing of Fees Charged by this District.**

##### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written

guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

## **4. Materials Required for Course Projects.**

The district does not provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$5 per semester plus \$20 to \$800 depending on student choice of materials for personal projects.
- Art Classes \$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
- Agriculture Education Classes \$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
- Physical Education Classes Students are responsible for the cost of off campus activities, if not graded.
- Family and Consumer Science Classes \$5 per semester to \$50 depending on student choice of materials for personal projects.

## 5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$20  
*Covers admission to all extracurricular events excludes conference and NSAA Activities*
- Student participation fee \$20  
*Required of all students who participate in athletics and/or other extracurricular activities*
- Future Business Leaders of America \$15  
*Cost of attendance at State and/or National Conventions are the student's responsibility*
- Art Club \$10
- National Honor Society \$10
- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$250.
- Football students must provide their own football shoes, undergarments, and mouth guards
- Golf students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, Wrestling students must provide their own

- and Basketball shoes and undergarments
  - Foreign Language Club \$10
  - FCCLA \$20
- Cost of attendance at State and/or National Conventions are the student's responsibility*

**6. Post-Secondary Education Costs.**

College tuition, books, and fees are paid by the school district for students enrolling in College Credit Career Pathway and Center for Advanced Professional Studies (CAPS) courses.

**7. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$10.

**8. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$0.10 per page for reproduction of student records.

**9. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$100 per month.

**10. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$300.

## 11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-8
  - Regular Price \$1.50
  - Reduced Price \$0.30
- Breakfast Program – Grades 9-12
  - Regular Price \$1.25
  - Reduced Price \$0.30
- Lunch Program – Grades K-8
  - Regular Price \$2.50
  - Reduced Price \$0.40
  - Extra Milk \$0.35
  - Seconds \$0.50 - \$1.50
- Lunch Program – Grades 9-12
  - Regular Price \$2.50
  - Reduced Price \$0.40
  - Extra Milk \$0.35
  - Seconds \$0.50 - \$1.50

## 12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers plus \$10 for uniform cleaning.

- Swing Choir

Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250

### **13. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$5-100.

### **14. Contributions for a Technology User fee**

A technology user fee of \$30 will be applied for use of school issued technology for insurance not covered through AppleCare. This provides 24 hours of day coverage of loss against all damage. Coverage is effective from the date that the request form and usage fee payment are received by the school through the date at which the computer is requested to be returned according to the Technology User Fee Agreement. The user fee portion is non-refundable and will not be reimbursed.

The technology user fee covers 90% of repair or replacement cost for the first incident, 50% on the second incident. Repair or replacement for any incidents beyond two is the responsibility of the student or parent/guardian.

South Central Unified will offer coverage to all students. A separate Technology User Fee Agreement must be signed and paid for each school issued technology device.

If parents or guardians decline the Technology User Fee Agreement, then the school issued technology device will not be allowed outside of the school building. In addition, the parent/guardian could be subject to any or all repair or replacement costs if the technology device is damaged.

## **C. Waiver Policy**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.



## **Grounds For Suspension for Students Involved in Extra Curricular Activities Policy 5115.12**

This policy is supplemental to the South Central NE USD #5 policy entitled Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment, and any action taken hereunder may be in addition to any action under said policy.

These rules will be enforced from the official starting day of the fall co-curricular activity season as established by the NSAA and extends to the last day of the spring co-curricular activity season as established by the NSAA. A student must comply with these rules whether or not the student is a participant in an activity at the time of the student's questioned conduct.

Students who engage in the following conduct may be suspended from practices, participation in interscholastic competition, or other participation in co-curricular activities and competitions:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve (12) years of age but less than nineteen (19) years of age.
14. Repeated violation of any of the rules adopted by the School District or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding South Central NE USD #5 buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon.

19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of a co-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
25. Receipt of a criminal citation by law enforcement for any reason.
26. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
27. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
28. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, or controlled substances without parental supervision or under the influence of alcohol, illicit drugs, or tobacco.
29. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically or verbally abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting team members; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.
30. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
31. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.

**Reporting of Incident.** Students, including victims, witnesses and perpetrators, shall report any violation of these rules to the coach, any staff member, the principal, or superintendent within the next two days that school

is in session after the violation has occurred. The report may be written or verbal. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

**Misrepresentations.** Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Additionally, students who are found to be in violation of sub-paragraphs 8 and/or 9 of this policy shall be subject to the following disciplinary action.

First Violation – Suspension from co-curricular program for designated activities for one (1) calendar year from date of finding or violation is discovered by or reported to the coach, any staff member, the principal, or the superintendent.

Or

Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse professional and be approved by the school authorities. The student will need to successfully complete an approved chemical dependency program. Proof of successful completion of program will be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from co-curricular activities for one (1) calendar year from date of finding of violation. The student must not compete or participate in the designated activities for four (4) calendar weeks from the date the violation is discovered by or reported to the coach, any staff member, the principal, or the superintendent. All costs associated with the program are to be borne by the student/parent or guardian.

Second Violation – Suspension from co-curricular program for designated activities for the remainder of high school eligibility;

Or

Students and parents agree to participate in a minimum eight (8) week outpatient program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse professional and be approved by the school authorities. The student will need to successfully complete the approved outpatient chemical dependency program. Proof of successful completion of program will be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved outpatient chemical dependency program may cause the participating student to be suspended from co-curricular activities for the remainder of his or her high school eligibility. The student must not compete or participate in the designated activities for eight (8) calendar weeks from the date the violation is discovered by or reported to the coach, any staff member, the principal, or the superintendent. All costs associated with the program are to be borne by the student/parent guardian.

Third Violation – Upon finding of violation, the student shall be suspended from all designated activities for the remainder of high school eligibility from the date the violation is discovered by or reported to the coach, any staff member, the principal, or the superintendent.

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions:

First Offense: The student shall be prohibited from participating in any extracurricular activities for 30 consecutive days.

Second or Any Subsequent Offense: The student shall be prohibited from participating in any extracurricular activities for one (1) calendar year from date of finding of violation.

Students may be suspended by the principal or designee from practices or participation in interscholastic competition or participation in co-curricular activities for violation of rules and standards of behavior adopted by the South Central NE USD #5 Board of Education or the administrative staff of the school.

Violations and offenses will carry forward from the official starting day of the Fall co-curricular activity season as established by the NSAA of a student's ninth (9) grade year and extend through the last day of the Spring co-curricular activity season as established by the NSAA of a student's twelve (12) grade year. A student must comply with these rules whether or not the student is a participant in an activity at the time of the student's questioned conduct.

Violations and offenses will carry forward from the official starting day of school of a student's seventh (7) grade year and extend through the last official day of school of a student's eighth (8) grade year. A student must comply with these rules whether or not the student is a participant in an activity at the time of the student's questioned conduct.

Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense including, but not limited to possible criminal implications of the misconduct;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. The student's willingness to make restitution for the consequences for his/her misbehavior including, but not limited to, compensating the victim in the event of property damage, issuance of a genuine apology, willingness to speak to other student groups about the student's misconduct and the like;
8. Whether the circumstances of the violation are likely to recur;
9. The student's and family's willingness to participate in evaluations, counseling, or other programs;
10. The cooperation and support of the student's family
11. Any mitigating factors;
12. Any other relevant factors.

The following procedures shall be followed with regard to suspension:

1. The party considering the suspension shall make a reasonable investigation of the facts and circumstances. In addition, suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

3. The student shall be afforded the opportunity to explain the student's version of the facts to the person making the suspension decision.
4. Within twenty-four (24) hours or such additional time as is reasonably necessary following suspension, the principal or designee shall send a written statement to the student, student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity shall be afforded the student, parents, or guardian of the student to confer with regard to the matter with the principal or administrator ordering the suspension.
6. If the student or student's parents/guardian are not satisfied with the determination, an informal hearing may be requested before the superintendent. A form or a request for hearing must be signed by such parties and delivered to the superintendent in person or by registered or certified mail. This request must be received by the building principal within five (5) days of receiving notice of suspension.
7. If a hearing is requested, it shall be held within ten (10) days of the request and a notice of the time and place of the hearing will be given to the participants, and parents or guardian within five (5) days of receiving the request. The notice shall contain an outline of the alleged infraction. There shall be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days. The statement of finding of fact and decision will be mailed to the participant, parents or guardian. A record of the hearing shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.

### **Acceptable Use Policy 6161.70 for the South Central Unified Computer Network**

The use of the South Central Nebraska Unified School District #5 computer network is not a right and inappropriate use may result in the cancellation of a student's privilege. Students using the computer network are required to follow District policy and procedures. The District computer network shall include classroom computers, computer labs, Internet system, computer files and electronic mail.

With access to computers and links to individual's world wide, the availability of material that may not be considered to be of educational value in the context of the school setting can occur. Precautions will be taken to restrict access to controversial materials; however, it is realized that on a global network, it is impossible to control all materials that may become accessible to the Districts computer network. A technology protection measure (filter) is in place that should block or filter Internet access to Internet sites that are deemed inappropriate by school policy. Authorized staff personnel may override the technology protection (filter) to allow bona fide research activities by an adult. Authorized staff personnel may override the technology protection measure (filter) that blocks or filters Internet access for a student to access a site for bona fide research (the student will not have access to the web site if it contains any material that is obscene, pornographic, or harmful to minors) or other lawful purposes during which time the student will be monitored directly by the authorizing authority. School personnel will monitor students' use of the Internet through either direct supervision or by monitoring Internet use history to ensure enforcement of the policy.

The operation of the Districts computer network relies upon the proper conduct of the users who must adhere to strict guidelines. Violations of the established guidelines may be cause for the individual's use of the computer network to be terminated and future access to the network be denied. Improper use of the network by students may also be cause for discipline, up to and including expulsion. To ensure the proper use of the Districts computer network, the following conditions apply:

- (1) The use of the computer network is a privilege, which may be revoked by the administrators of the Districts computer network. Conduct which is cause for the revocation may include, but not limited to:
  - (a) violating the security of the computer network;
  - (b) altering of system software;
  - (c) placing unlawful programs or information, computer viruses or harmful programs on or through the computer network.
- (2) The administrator of the Districts computer network is authorized to remove files, limit or deny access to the network and refer individuals who have violated the rules pertaining to the computer network to the administration.

The following pertains to the student and staff utilization of the internet and electronic mail of the Districts computer network:

- (1) All use of the Internet must be in support of education and research and is consistent with the mission and value statements of the South Central Nebraska Unified School District #5.
- (2) Users of the Internet and electronic mail will not use the network to obtain, view, download or otherwise gain access to materials that are unlawful, unethical, obscene, pornographic, child pornography, harmful to minors, abusive or otherwise inappropriate for educational uses.
- (3) The administrator of the Districts Internet and electronic mail, at his/her sole discretion, shall be authorized to remove any material, which is considered objectionable as defined in this policy.
- (4) Student use of the Internet, electronic mail, chat rooms, and other forms of direct electronic communications should be for academic and educational purposes only.
- (5) Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.
- (6) The District does not warrant that the functions of the system will meet any specific requirements the student may have or that it will be error free or uninterrupted.
- (7) The South Central Nebraska Unified School District #5 shall not be liable for any direct or indirect, incidental or consequential data, including lost data, sustained or incurred in connection with the use, operation or inability of the internet or electronic mail system.
- (8) The Internet and electronic mail system is intended for the exclusive use of authorized users who are responsible for the use of the password and account provided them. Students, at no time, should let anyone use the account or password assigned to them. Problems, which may arise

from the use of the account assigned to students, will be the responsibility of the account holder.

- (9) Vandalism, defined as any attempt to damage equipment, engage in "hacking", or attempts to otherwise compromise system security, or to harm or destroy data of another user, will result in the termination of internet and electronic mail privileges.
- (10) Electronic mail is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel.
- (11) Users shall not engage in any illegal activities on the Internet.

### **Emergency Medical Treatment Policy 5141.15**

If a child becomes ill or is injured while at school or while being supervised by a member of the school district's staff, the staff member shall promptly render first aid and, when appropriate, summon rescue squad assistance. Staff will promptly notify a student's parent or guardian when a student needs medical attention.

The school district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. School district staff members will not honor "do not resuscitate/do not intubate" (DNR/DNI) orders, requests for transport to particular medical facilities and the like. Parents/Guardians must arrange for all such requests with rescue squad and medical providers directly.

### **Antidiscrimination Policy**

The South Central Nebraska Unified System #5 does not discriminate on the basis of race, color, national origin, creed, age, marital status, gender or disability in admission or access or access to or treatment or employment in its educational programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to, please contact the following:

Superintendent, Julie Otero  
SCNUSD #5  
30671 Highway 14  
Fairfield, NE 68938  
Telephone: (402) 726-2151

For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

To file a complaint of discrimination with the National School Lunch Program, contact...

U.S.D.A Director  
Office of Civil Rights  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-9410  
Telephone: (800) 795-3272 (voice) or (202) 720-6382

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Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or section 504.

U.S.D.A. is an equal opportunity provider and employer.

### ANTIDISCRIMINATION EN PROGRAMAS Y ACTIVIDADES DE LA EDUCACIÓN

El Distrito Unificado Nebraska Central Del Sur #5 no discrimina en base de la raza, nacionalidad, credo, edad, estado civil, sexo o los discapacidades en la admisión o acceso a o tratamiento o empleo en sus programas y actividades del educatinal, según los requisitos de títulos VI un VII o las 1964 derechas civiles actúan, Título IX de las enmiendas 1972 de la educación, el acto federal de la rehabilitación de 1973, el acto americano de las inhabilidades de 1990, la oportunidad igual de Nebraska en el Acto de Educación y Ministerio de Agricultura de ESTADOS UNIDOS. Si usted tiene cualesquiera necesidades o peticiones especiales que le asistieran en participar en servicios, los programas, y las actividades en el distrito de la escuela entran en contacto con por favor a superintendente Julie Otero, El Distrito Unificado Nebraska Central Del Sur # 5, 30671 Highway 14, Fairfield Nebraska, 68938, el teléfono (402) 726-2151.

Cualquier persona que crea que lo o la han discriminado contra, negada, o excluida de la participación en cualquier programa de la educación del distrito o actividad en base de la raza, del origen nacional, del credo, de la edad, del estado civil, del sexo o de la inhabilidad puede afligirse tales materias usando los procedimientos adoptados del agravio de este distrito. Tales procedimientos preverán la resolución pronto y equitativa de las quejas que alegan actos de la discriminación. Persona del contacto: a superintendente Julie Otero, Distrito Unificado Nebraska Central Del Sur # 5, 30671 Highway 14, Fairfield Nebraska, 68938, el teléfono (402) 726-2151 Para archivar una queja de la antidiscriminatin con el programa nacional del almuerzo de escuela y el programa del desayuno de la escuela, escriba : USDA, director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, o llame (800) 795-3472 (voz) o (202) 720-6382 (equipo telescritor). El USDA es abastecedor y patrón de la oportunidad igual.

La dirección y número telefónico del Distrito Unificado Nebraska Central Del Sur #5 es la siguiente:

Attn: Superintendent Julie Otero  
So. Central Nebr. Unified System #5  
30671 Highway 14  
Fairfield, NE 68938  
Tele: (402) 726-2151

### ***SPECIAL SERVICES***

#### **Guidance and Confidentiality 4650.00**

The school district provides students with a certificated school guidance counselor. The door is open to all students and parents. Feel free to go and talk to your counselor. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible.



Secondary counseling services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting. School testing program, career exploration, and postgraduate planning. The guidance office invites representatives from a wide variety of post high school educational institutions to the school. Students are urged to visit these representatives for information.

Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

### **Health Screening**

The school nurse will complete an annual health screening of students. This includes a measure of height, weight, vision, hearing, and dental health. Parents will be notified if their child does not pass the screening checks and referral if needed. Nebraska statute requires school age screenings. Any parent whom objects to their child receiving the health screening should send a written statement to the nurse within one week of receiving the handbook. Parents who object to the screening must submit findings from an alternate medical provider by December 1st of that current school year. The student's health information will be shared with teachers and staff if needed and will be kept as confidential as possible.

### **Physical Exam**

Evidence of a physical examination by a qualified physician, physician assistant or nurse practitioner is required within six months prior to the entrance of a child into the beginning grade (kindergarten), 7th grade, or in the case of transfer from out of state to any grade. A parent or 67 guardian who objects may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. All students who participate in a specific sport will be required to have a physical exam. Kindergarten and out of state transfer students, regardless of grade, are required to have a vision evaluation in addition to the physical exam. Forms will be provided by the school office.

### **Immunizations**

Students entering school for the first time (K or 1st grade), 7th grade, and out of state transfer students regardless of grade are required to present evidence of the following immunizations: Summary of the School Immunization Rules and Regulations Student Age Group-Ages two (2) through five (5) years enrolled in a school based program not licensed as a child care provider.

- ~4 doses of DTaP, DTP, or DT vaccine,

- ~3 doses of Polio vaccine ~3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age Hib not required after child reaches 5 years of age

- ~3 doses of pediatric Hepatitis B vaccine

- ~1 dose of MMR or MMRV given on or after 12 months of age,

- ~1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.  
\*Pneumococcal not required after child reaches 5 years of age. Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students.  
~3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,  
~3 doses of Polio vaccine,  
~3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.  
2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,  
2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age.  
Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. Additionally, for 7th Grade Only  
~1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received. Exemptions shall be granted for only two reasons:

- 1) Refusal of immunizations for Medical Reasons as signed by a health care provider, or
- 2) Refusal of immunizations for Religious Reasons signed by a notary and parent / guardian.

### **Illness, Injuries & Insurance**

Students who become ill or are injured at school should report to the nurse, or to the office if the nurse is not available. If the student is too ill to remain at school or the injury warrants care of a physician, the parents will be notified. If they cannot be notified, and the injury requires prompt medical attention, the student will be taken to a physician. Children should be kept at home and not sent to school for the following health reasons: fever of 100 degrees or higher, they should be fever free without the use of fever reducing medicine for 24 hours prior to returning to school; undiagnosed rash; drainage and or redness in eye; cold signs or symptoms that will not allow them to focus on their school work; undiagnosed sores that appear infected; vomiting or diarrhea, they should be without vomiting or diarrhea for 24 hours prior to returning to school; and other possible communicable diseases. For protection against medical expense due to injury at school, student accident insurance is available for purchase by students and their families

### **Medication**

If a student must take medication during school hours, the medication should be brought to the nurse for dispensation or to the office if the nurse is not available. The medication must be properly labeled with the student's name, prescription dose and time to be given. Written parental authorization is required for long term prescriptions, non-prescription items such as Tylenol and permission to carry an inhaler. Authorization forms are available from the school office.

### **Asthma/Anaphylaxis Protocol**

Nebraska state regulation requires that our school be prepared to implement an emergency protocol when a student or staff member experiences a life-threatening asthma attack or allergic reaction (anaphylaxis). The protocol requires that 911 is called first. After that, an EpiPen (Epinephrine) injection will be given, followed by an Albuterol breathing treatment. These two medications are used to improve breathing and lung function. Staff members have been trained to recognize the signs and symptoms of a life-threatening attack or reaction. They have also been trained on the administration of medications according to the emergency protocol. If you know that your child has asthma or a known allergy, it is critically important that you communicate this information to our school staff. Written documentation of their known health condition must include instructions and

medications as directed by his/her physician. If your child experiences asthma or an allergic reaction, we will follow the directions and medications that you have provided. If we have no history or instructions on file, we will follow the emergency protocol as described above. If, for whatever reason, you do not want your child to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student's health issues, please contact the school nurse.

### **Self-Management of Asthma and Diabetes**

Upon receiving the written request of a student's parent or guardian and the written medical authorization described in the applicable provisions below, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition"). 69

A student with diabetes must obtain written authorization to self-manage from the student's physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to selfmanage his or her medical condition, (c) permit regular monitoring of the student's selfmanagement by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student's physician or from the health care professional who prescribed the medication for treatment of the student's condition. The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician or other health care professional responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self-management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from the a student's misuse of necessary medical supplies.

The district may prohibit a student who is self-managing his or her diabetic condition from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition. The district may impose disciplinary consequences on a student with asthma or anaphylaxis who uses his or her prescription asthma or anaphylaxis medication other than prescribed. These disciplinary consequences shall not include limitations on the student's access to necessary medication. The district will promptly notify the parent or guardian of any disciplinary action imposed.

## **Media Center**

The media center is a resource center for all students. Students in the media center should be there only to use the media center resources, not to visit with friends. To enter and stay in the media center you must have a pass from the instructor. The pass should be left at the circulation desk when arriving and taken with you when leaving the Media Center. Any student arriving without a pass will be asked to return to class.

1. All media center materials must be checked out at the circulation desk BEFORE you leave the Media Center.
2. Reference materials, magazines and newspapers may not be checked out. Copies of the article may be made for 10 cents a page.
3. Any book taken from the shelves will be returned to the circulation desk to be re-shelved except reference books. It is the student's responsibility to re-shelve any reference book that they use.
4. Students are to conduct themselves in an orderly, respectful manner at all times while in the Media Center. Voices should be kept to a whisper or they will be asked to leave.
5. Students may check out as many books as necessary to complete their work, however, they will not be allowed to check out materials if they have overdue books.
6. Materials that are not returned on time may be subject to a \$.10 fine for each day the item is late. Students are expected to pay fines promptly.
7. The student to whom it is checked out will pay for any book lost or damaged.

**Students with an excessive number of overdue items, with items that are overdue for an excessive length of time, or bills that haven't been paid may have their Media Center privileges restricted or revoked.**

## **Student Directory Information and Parental Rights Policy 5116.30**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Education Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

## ***NOTICE OF PARENTAL RIGHTS***

The Family Education Rights and Privacy Act ("FERPA") provides parents and guardians certain rights with respect to their students' education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If you believe one of your student's records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program which lists the names of team members and their heights and/or weights and an academic program which lists the names of students receiving academic awards both contain directory information, as do other school district publications and the district's web site. Directory information includes the following information about a student:

- Name and grade
- Address
- Date and place of birth
- Dates of attendance
- The image or likeness of the student in pictures, videotape, film or other medium
- Certain class work which may be published onto the Internet
- E-mail address
- Major field of study
- Telephone number including the student's cell phone number
- Participation in activities and sports
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Most recent school attended
- Classroom assignment and/or homeroom teacher

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

**You have two options:**

**If you *DO NOT OBJECT*** to the disclosure of directory information about your student, you do not need to do anything.

**If you *OBJECT*** to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than September 1<sup>st</sup>.

***Non-Directory Information.*** Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with your written instructions.

***Internal Use of Information.*** Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

***Transfer of Records Upon Student Enrollment.*** Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.

***Complaints.*** You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

**Protection of Pupil Rights Policy 5145.50**

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply the federal Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB),

Surveys

Surveys Created by a Third Party

This section applies to every survey:

that is created by a person or entity other than a district staff member or student; regardless of whether the student answering the questions can be identified; and regardless of the subject matter of the questions

Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

#### Surveys Requesting Particular Sensitive Information

Sensitive information shall include:

Political affiliations or beliefs of the student or the student's parent(s);

Mental or psychological problems of the student or the student's family;

Sexual behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of other individuals with whom respondents have close family relationships;

Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

Religious practices, affiliations, or beliefs of the student or student's parent(s); or

Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

#### Survey Inspection Requests

School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

The principal shall respond to survey inspection requests without delay.

#### Invasive Physical Examinations

The term "invasive physical examination" means:

any medical examination that involves the exposure of private body parts; or

any act during such examination that includes incision, insertion, or injection into the body; and

does not include a hearing, vision, or scoliosis screening.

Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

required as a condition of attendance;

administered by the school and scheduled by the school in advance; and

not necessary to protect the immediate health and safety of the student, or of other students.

This policy does not apply to any physical examination or screening that:

is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)  
is otherwise authorized by Board policy.

#### Collection of Personal Information from Students for Marketing

The term “personal information” means individually identifiable information including:  
student’s and parent(s)’ first and last name;  
home or other physical address;  
telephone number; and/or  
social security number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:

- post-secondary education recruitment;
- military recruitment;
- tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
- student recognition programs.

#### Inspection of Instructional Material

##### Definition

The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).

The term does not include academic tests or academic assessments.

Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.

Curriculum inspection requests must be made to the building principal in writing.

Building principals shall respond to inspection requests within a reasonable amount of time.

#### Notification of Rights and Procedures

The superintendent shall notify parents of:

- this policy and its availability upon request from the office of the district;
- how to opt their child out of participation in activities as provided for in this policy;
- the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
- how to request access to any survey or other material described in this policy.

This notification shall be given to parents at least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.



**5111.30      ADMISSION OF MCKINNEY-VENTO STUDENTS INTO SOUTH CENTRAL  
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

A.     General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B.     Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1.     Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2.     Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3.     Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4.     Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C.     School Stability

1.     School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2.     Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic

records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

#### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

#### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-

campus supports.

- d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215  
Nebraska Department of Education Rule 19  
McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.  
Every Student Succeeds Act

POLICY ADOPTED: February 2006  
POLICY AMENDED: March 2009, July 2013, June 2016, June 2017

## 5615.00 TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

South Central USD #5 intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

### **In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

# School-Parent Compact

South Central USD #5  
Lawrence/Nelson - Sandy Creek  
2018 - 2019 School Year

*This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.*

## Teacher/School:

*It is important that students achieve. I agree to do the following:*

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.

Teacher Signature

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## Parent / Caring Adult:

*I want my child to achieve; therefore I will encourage him/her by doing the following:*

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is sick.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

Parent Signature

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## Student:

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.

Student Signature

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## **GENERAL INFORMATION FORMS THAT ARE REQUIRED EACH YEAR**

All students, grades K-12, attending South Central Nebraska Unified School District #5 are required to have the listed forms below completed and returned to the school building of attendance each school year. These four forms are attached. The Emergency Phone Number Form (one per household for all students grades K-12) and Emergency Treatment Information (only for students in grades 6-12) are provided on one page (form on each side of the paper). The Tylenol permission sheet and health information sheets are provided on front and back sides of the paper.

### **FORMS REQUIRED EACH SCHOOL YEAR ARE:**

- **ACKNOWLEDGE & SIGNATURE PAGE**
- **STUDENT EMERGENCY PHONE NUMBER FORM**
- **EMERGENCY TREATMENT**
- **TYLENOL PERMISSION SHEET & HEALTH INFORMATION SHEET**
- **TITLE I STUDENT – TEACHER – PARENT/GUARDIAN COMPACT  
(Elementary Students Only)**

## ACKNOWLEDGMENT & SIGNATURE PAGE

The S.C.N.U.S.D. #5 Student Handbook is developed for students, parents, and the faculty of our school. Its purpose is to provide for the smooth and efficient operation of the school by giving notice about our policies, rules and regulations, and general information to those needing to know. By providing this handbook, it is also intended that the rights of those affected will be better protected.

Please read this handbook. Feel free to ask questions and make suggestions about the contents herein. Copies of the district policies, student handbook, teacher handbook, and guidance handbook are available at the school office. The handbooks are adopted yearly by the Board of Education as official district policy.

After reading this handbook, we ask that parent(s)/guardian(s) and their student(s) sign below and return this sheet to the school office. Your signature does NOT mean that you agree with or endorse the handbook contents, only that you have read and understand it.

The Administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of education in the S.C.N.U.S.D. #5, or to act on situations not specifically covered in this handbook.

**“I HAVE READ & DO UNDERSTAND THE STUDENT HANDBOOK FOR S.C.N.U.S.D. #5.”**

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR S.C.N.U.S.D. #5 and pledge to do the following:**

- make every effort to help my school be the best that it can be by doing my best in the classroom, in activities, or wherever I may be representing it;
- to have pride in my school, my family, and my community, and to show it in my behavior and attitude;
- to follow the rules and regulations of this handbook;
- to acknowledge the drug and alcohol policies, to understand that their purpose is to provide a learning environment that is safe, healthy, and productive.

**STUDENT’S SIGNATURE (if junior – senior high student):**

Date Received \_\_\_\_\_

**Due back within three (3) days for students enrolled in school before on the first day**  
**Due back within one (1) week of admission to S.C.N.U.S.D. #5 for students enrolled after the first day.**

**STUDENT EMERGENCY PHONE NUMBER FORM**

*All Parents/Guardians Need to Complete this Form*

A current record for each child in school must be kept and should include the following information. PLEASE be accurate and complete, and return this form to the school office within one week. Only ONE emergency phone number form needs to be filled out per household, and a copy will be kept at both the elementary and junior – senior high school sites.

**PLEASE LIST ALL CHILDREN IN THE HOUSEHOLD ATTENDING SCNUSD#5:**

Child’s Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child’s Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child’s Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**PARENT/GUARDIAN’S HOME ADDRESS & EMPLOYMENT ADDRESS:**

Father/Guardian Information:

Father/Guardian Employer Info:

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_

Secondary Phone #: \_\_\_\_\_

Secondary Phone #: \_\_\_\_\_

Primary E-Mail Contact \_\_\_\_\_

Mother/Guardian Information:

Mother/Guardian Employer Info:

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Cellular Phone #: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_

Person(s) who will take responsibility for the child in when the Parent/Guardian cannot be reached:

Name \_\_\_\_\_ Home # \_\_\_\_\_ ; Work # \_\_\_\_\_ ; Cell # \_\_\_\_\_

Name \_\_\_\_\_ Home # \_\_\_\_\_ ; Work # \_\_\_\_\_ ; Cell # \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE WITHIN ONE WEEK!**



**EMERGENCY TREATMENT**

**PARENTS/GUARDIANS of STUDENTS IN GRADES 6-12:** PLEASE FILL OUT THE EMERGENCY TREATMENT AUTHORIZATION IF YOU WISH TO HAVE YOUR CHILD TREATED IN AN EMERGENCY. ELEMENTARY PARENTS DO NOT NEED TO FILL OUT THE EMERGENCY TREATMENT FORM.

In case of emergency, the parent/guardian can be reached at the following telephone number:

**Home:** \_\_\_\_\_ **Work: (Father)** \_\_\_\_\_ **Cell** \_\_\_\_\_

**(Mother)** \_\_\_\_\_ **Cell** \_\_\_\_\_

Other relative or friend, name and phone # \_\_\_\_\_

Student's Medical Provider \_\_\_\_\_ Phone \_\_\_\_\_

If during an away activity, emergency services involving medical action and treatment are indicated and the parent / guardian cannot be reached, the parent / guardian hereby consents to the rendering of such emergency medical services for the above named student by the medical provider on duty at the nearest hospital.

**Parent / Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I, the parent / guardian of \_\_\_\_\_ hereby request the release of this physical form to SCNUD #5.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**INSURANCE INFORMATION**

It is our understanding that SCNUSD#5 Jr.-Sr. High School, it's athletic department, and it's Board of Education will not assume responsibility or obligation for any medical bills or debts resulting from any injury to the above named student while practicing or playing in any practice session, scrimmage or contest.

Your student must be covered by health insurance before he/she will be allowed to participate in sports.

Circle one of the following:

Yes            A.     We have health insurance at home. Company \_\_\_\_\_  
Policy # \_\_\_\_\_

Yes            B.     We will purchase the necessary insurance provided by the school to cover our student athlete. (Needs to be purchased the first day of practice.)

Yes            C.     We do not wish to purchase insurance, but realize we must contact the superintendent if we do not wish to purchase insurance.

**ELIGIBILITY INFORMATION**

In order to represent SCNUD #5 in interscholastic athletic competition, a student must abide by the eligibility rules of SCNUD #5 and the Nebraska School Activities Association (NSAA). If you have any questions concerning SCNUD #5 eligibility policy for the student athlete or those rules set by the NSAA please do not hesitate to contact the school's administration or athletic director at 726-2151 (Sandy Creek) or 225-3371 (Lawrence-Nelson).

**S.C.S.U.S.D. #5 TYLENOL PERMISSION SHEET & HEALTH INFORMATION SHEET**

**PERMISSION TO ADMINISTER TYLENOL**

I give permission for the School to administer Tylenol to:

|                                |       |
|--------------------------------|-------|
| _____                          | _____ |
| Student's name                 | Grade |
| _____                          | _____ |
| Signature of Parent / Guardian | Date  |

\*If you chose not to have your child receive Tylenol at school, please indicate by writing "No Tylenol" at the top of this page.

.....

**ASTHMA**

Epi-pen and albuterol breathing treatment will be administered for any student experiencing an emergency, life-threatening asthma attack or anapylaxis per protocol. If you do not want your child treated with the emergency protocol, please contact the school.

The above student has asthma \_\_\_\_ Yes \_\_\_\_ No. If yes, what emergency measures do you request the school to follow if an asthma attack occurs. \_\_\_\_\_

Baseline Peak Flow Rate \_\_\_\_\_ Emergency Peak Flow Rate \_\_\_\_\_  
Daily Asthma Medications:

| Name of Medication | Amount | When to use |
|--------------------|--------|-------------|
| _____              | _____  | _____       |
| _____              | _____  | _____       |

Emergency Asthma Medications:

| Name of Medication | Amount | When to use |
|--------------------|--------|-------------|
| _____              | _____  | _____       |

Physician treating student for asthma \_\_\_\_\_ Phone \_\_\_\_\_

Other Physician \_\_\_\_\_ Phone \_\_\_\_\_

\*Does student carry inhaler for self-administration? \_\_\_\_ Yes \_\_\_\_ No  
I believe my son or daughter is capable of carrying his/her own inhaler for self-administration at school.

\_\_\_\_\_ Yes \_\_\_\_\_ No

NOTE: Asthma action plan and contact to carry medication for self-administration forms need to be completed and on file in the health office if your child has asthma.

ALLERGIES

Food or other allergies \_\_\_\_\_ Reaction  
\_\_\_\_\_

Medications allergies: \_\_\_\_\_ Reaction  
\_\_\_\_\_

\*\*\*\*\*

MEDICATION

Is the student on any medication that we need to be aware of to watch for side effects?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes - Name of Medication & Frequency \_\_\_\_\_

Side effects \_\_\_\_\_

\*\*\*\*\*

SUMMER HEALTH SUMMARY

Eyes - Did you get new glasses or contacts? \_\_\_\_\_ Yes \_\_\_\_\_ No

Dental - Check up date \_\_\_\_\_ Dentist Name  
\_\_\_\_\_

Immunizations - Please *list and give dates* of any immunizations received over the summer  
\_\_\_\_\_  
\_\_\_\_\_

Name of current physician \_\_\_\_\_ Phone \_\_\_\_\_

Any other medical problems \_\_\_\_\_

TELEPHONE NUMBERS - Parent's Home \_\_\_\_\_ Work \_\_\_\_\_

Emergency Name & Number \_\_\_\_\_ Work \_\_\_\_\_

Emergency Name & Number \_\_\_\_\_ Work \_\_\_\_\_

**AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Birth Date \_\_\_\_\_

THIS PORTION TO BE COMPLETED BY THE PHYSICIAN / DENTIST

| <u>Name of Medication</u> | <u>Dosage</u> | <u>Method of Administration</u> | <u>Time of Day To be Taken</u> |
|---------------------------|---------------|---------------------------------|--------------------------------|
| _____                     | _____         | _____                           | _____                          |
| _____                     | _____         | _____                           | _____                          |

All medication needs to be brought to school in the original container appropriately labeled by the pharmacy. Parents may request that the pharmacist dispense two bottles of medication, one for home and one for school.

If given PRN specify length of time between doses \_\_\_\_\_

Student has approval to carry inhaler on his/her person and self administer \_\_\_\_\_

List possible side effects of medication \_\_\_\_\_

Date medication administration began \_\_\_\_\_

Parent's signature \_\_\_\_\_ Physician/Dentist signature \_\_\_\_\_

Address & Telephone Number \_\_\_\_\_

\*\*If any changes in the above request occur, a written revised statement must be submitted to the school. In addition, it is the student's responsibility to come to the nurse's office for the medication unless he/she is physically unable to do so.

**SCNUSD# 5 GRADE 7-12 PHYSICAL AND PARTICIPATION FORMS FOR  
ATHLETIC ACTIVITIES**

If a student in grade 7-12 wishes to participate in athletics, they must have the attached forms completed and signed as indicated and filed in the office of the High School Athletic Director ***BEFORE*** THE STUDENT IS ALLOWED TO PRACTICE.

**THE FORMS NEEDED TO PARTICIPATE IN ATHLETICS ARE:**

- **NSAA STUDENT AND PARENT CONSENT FORM**
- **PREPARTICIPATION PHYSICAL EVALUATION – HISTORY FORM**
- **PREPARTICIPATION PHYSICAL EVALUATION – PHYSICAL EXAM FORM**
- **PREPARTICIPATION PHYSICAL EVALUATION – CLEARANCE FORM**

**PLEASE NOTE:** The three pages of the Pre-participation Physical Evaluation forms need to be taken to a site giving student athletic physicals or to your family physician. The History Form can be completed by the parent/guardian before the visit. The Physical Examination Form is to be completed by the physician. The Clearance Form is to be completed by the physician.

The NSAA Student and Parent Consent form as well as the Clearance form are to be returned to the school as a minimum depending on the physician office. They may keep the History Form and the Physical Examination Form. If they give you the forms you may return these to the school as well.

**Reminder:** These forms must be returned to school before a student is allowed to practice.

To be completed for students participating in all NSAA activities.



NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA)  
Student and Parent Consent Form

School Year: 20\_\_\_\_-20\_\_\_\_ Member School: \_\_\_\_\_  
Name of Student: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- (2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries as severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Student (Print Name) Student Signature

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (3) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for \_\_\_\_\_ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, except those crossed out below:

|          |          |          |                 |            |                 |
|----------|----------|----------|-----------------|------------|-----------------|
| Baseball | Golf     | Tennis   | Play Production | Basketball | Swimming/Diving |
| Track    | Football | Speech   | Cross Country   | Soccer     | Volleyball      |
| Music    | Softball | Softball | Wrestling       | Debate     | Journalism      |

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent (Print Name) Parent Signature

# Preparticipation Physical Evaluation

**HISTORY  
FORM**

DATE OF EXAM \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Personal physician \_\_\_\_\_  
**In case of emergency, contact**  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Explain "Yes" answers below, circle questions you don't know the answers to.**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Has a doctor ever denied or restricted your participation in sports for any reason?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have an ongoing medical condition (like diabetes or asthma)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you currently taking any prescription or nonprescription (over-the-counter) medicines or pills?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have allergies to medicines, pollens, foods, or stinging insects?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever passed out or nearly passed out DURING exercise?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever passed out or nearly passed out AFTER exercise?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever had discomfort, pain, or pressure in your chest during exercise?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does your heart race or skip beats during exercise?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has a doctor ever told you that you have (check all that apply):<br><input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur<br><input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Has a doctor ever ordered a test for your heart? (for example, EKG, echocardiogram)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has anyone in your family died for no apparent reason?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Does anyone in your family have a heart problem?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Has any family member or relative died of heart problems or of sudden death before age 35?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Does anyone in your family have Marfan syndrome?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have you ever spent the night in a hospital?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have you ever had surgery?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Have you ever had an injury, like a sprain, muscle or ligament tear or tendonitis, that caused you to miss a practice or game? If yes, circle affected area below:  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have you had any broken or fractured bones, or dislocated joints? If yes, circle below:   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches? If yes, circle below:   | <input type="checkbox"/> | <input type="checkbox"/> |

|            |            |          |           |       |            |              |           |
|------------|------------|----------|-----------|-------|------------|--------------|-----------|
| Head       | Neck       | Shoulder | Upper arm | Elbow | Forearm    | Hand/fingers | Wrist     |
| Lower back | Lower back | Hip      | Thigh     | Knee  | Shin/ankle | Ankle        | Foot/heel |

20. Have you ever had a stress fracture?  Yes  No
21. Have you been told that you have or have you had an x-ray for atlantoaxial (neck) instability?  Yes  No
22. Do you regularly use a brace or assistive device?  Yes  No
23. Has a doctor ever told you that you have asthma or allergies?  Yes  No

24. Do you cough, wheeze, or have difficulty breathing during or after exercise?  Yes  No
25. Is there anyone in your family who has asthma?  Yes  No
26. Have you ever used an inhaler or taken asthma medicine?  Yes  No
27. Were you born without or are you missing a kidney, an eye, a testicle, or any other organ?  Yes  No
28. Have you had infectious mononucleosis (mono) within the last month?  Yes  No
29. Do you have any rashes, pressure sores, or other skin problems?  Yes  No
30. Have you had a herpes skin infection?  Yes  No
31. Have you ever had a head injury or concussion?  Yes  No
32. Have you been hit in the head and been confused or lost your memory?  Yes  No
33. Have you ever had a seizure?  Yes  No
34. Do you have headaches with exercise?  Yes  No
35. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?  Yes  No
36. Have you ever been unable to move your arms or legs after being hit or falling?  Yes  No
37. When exercising in the heat, do you have severe muscle cramps or become ill?  Yes  No
38. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease?  Yes  No
39. Have you had any problems with your eyes or vision?  Yes  No
40. Do you wear glasses or contact lenses?  Yes  No
41. Do you wear protective eyewear, such as goggles or a face shield?  Yes  No
42. Are you happy with your weight?  Yes  No
43. Are you trying to gain or lose weight?  Yes  No
44. Has anyone recommended you change your weight or eating habits?  Yes  No
45. Do you limit or carefully control what you eat?  Yes  No
46. Do you have any concerns that you would like to discuss with a doctor?  Yes  No

**FEMALES ONLY**

47. Have you ever had a menstrual period?  Yes  No

48. How old were you when you had your first menstrual period? \_\_\_\_\_

49. How many periods have you had in the last year? \_\_\_\_\_

Explain "Yes" answers here: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.**

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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**I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.**

Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



# Preparticipation Physical Evaluation

## PHYSICAL EXAMINATION FORM

Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Height \_\_\_\_\_ Weight \_\_\_\_\_ % Body fat (optional) \_\_\_\_\_ Pulse \_\_\_\_\_ BP \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Vision R 20/ \_\_\_\_\_ L 20/ \_\_\_\_\_ Corrected: Y N Pupils: Equal \_\_\_\_\_ Unequal \_\_\_\_\_

**Follow-Up Questions on More Sensitive Issues**

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | <b>Yes</b>               | <b>No</b>                |
| 1. Do you feel stressed out or under a lot of pressure?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever felt so sad or hopeless that you stop doing some of your usual activities for more than a few days?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you feel safe?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever tried cigarette smoking, even 1 or 2 puffs? Do you currently smoke?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. During the past 90 days, did you use chewing tobacco, snuff, or dip?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. During the past 90 days, have you had at least 1 drink of alcohol?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever taken steroid pills or shots without a doctor's prescription?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever taken any supplements to help you gain or lose weight or improve your performance?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Questions from the Youth Risk Behavior Survey ( <a href="http://www.cdc.gov/HealthyYouth/yrbs/index.htm">http://www.cdc.gov/HealthyYouth/yrbs/index.htm</a> ) on guns, assaultive, unprotected sex, intimate violence, drugs, etc. | <input type="checkbox"/> | <input type="checkbox"/> |

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|                        | NORMAL | ABNORMAL FINDINGS | INITIALS* |
|------------------------|--------|-------------------|-----------|
| <b>MEDICAL</b>         |        |                   |           |
| Appearance             |        |                   |           |
| Eyes/ears/nose/throat  |        |                   |           |
| Hearing                |        |                   |           |
| Lymph nodes            |        |                   |           |
| Heart                  |        |                   |           |
| Murmurs                |        |                   |           |
| Pulses                 |        |                   |           |
| Lungs                  |        |                   |           |
| Abdomen                |        |                   |           |
| Genitourinary†         |        |                   |           |
| Skin                   |        |                   |           |
| <b>MUSCULOSKELETAL</b> |        |                   |           |
| Neck                   |        |                   |           |
| Back                   |        |                   |           |
| Shoulder/arm           |        |                   |           |
| Elbow/forearm          |        |                   |           |
| Wrist/hand/fingers     |        |                   |           |
| Hip/thigh              |        |                   |           |
| Knee                   |        |                   |           |
| Leg/ankle              |        |                   |           |
| Foot/toes              |        |                   |           |

\*Multiple-examiner set-up only.  
 †Having a third party present is recommended for the genitourinary examination.

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Name of physician (print/typed) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD or DO

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# Preparticipation Physical Evaluation

**CLEARANCE FORM**

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Cleared without restriction

Cleared, with recommendations for further evaluation or treatment for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Not cleared for  All sports  Certain sports: \_\_\_\_\_ Reason: \_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

## EMERGENCY INFORMATION

Allergies \_\_\_\_\_

Other information \_\_\_\_\_

**IMMUNIZATIONS** (eg, tetanus/diphtheria, measles, mumps, rubella; hepatitis A, B; influenza; poliovirus; pneumococcal meningococcal; varicella)

Up to date (see attached documentation)  Not up to date Specify \_\_\_\_\_

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD or DO

SI 2013-01-15 10:00:00 AM

**STUDENTS ENTERING KINDERGARTEN, SEVENTH GRADE AND  
TRANSFERRING FROM OUT OF STATE**

The state of Nebraska requires that all students entering Kindergarten, grade 7, and transferring from out of state receive a physical performed by a doctor, physician's assistant or nurse practitioner within the previous six-month period prior to entering school. In addition to the physical exam the student must also have a vision evaluation performed by a doctor, physician's assistant, nurse practitioner or a vision professional (optometrist or ophthalmologist). If your child has had a physical and/or vision exam during this time, please obtain copies from your doctor and send copies to the school. If they have not had a recent physical or vision exam please schedule an appointment to have this completed. You do have the option to refuse the physical and vision exam. An objection in writing signed and dated by the parent or guardian may be submitted to the school.

**FORMS REQUIRED FOR STUDENTS ENTERING KINDERGARTEN, GRADE 7,  
AND/OR TRANSFERRING FROM OUT OF STATE ARE ATTACHED.**

**PLEASE NOTE:** GRADE 7 STUDENTS CAN HAVE BOTH PHYSICAL FORMS COMPLETED AT THE SAME TIME (State law requirement entering 7<sup>th</sup> grade and the NSAA Athletic Student and Parent Consent Form as well as the Pre-participation Evaluation- Clearance Form)

## A PARENT'S GUIDE TO CONCUSSION

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness (“knocked-out”) to suffer a concussion.

### **CONCUSSION FACTS**

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl’s lacrosse, girls’ soccer, boy’s lacrosse, wrestling and girls’ basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

#### **Signs Observed by Parents or Guardians**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

#### **Symptoms Reported by Athlete**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems

- Confusion
- Does not “feel right”

### WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

#### WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

### WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

- *Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.
- *Step 2:* Running in the gym or on the field. No helmet or other equipment.
- *Step 3:* Non-contact training drills in full equipment. Weight training can begin.
- *Step 4:* Full contact practice or training.
- *Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

### **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

### **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

### **OTHER FREQUENTLY ASKED QUESTIONS:**

#### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

#### **Is a “CT scan” or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

### **I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## **5131.90 ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION**

### **A. Elimination of Discrimination.**

South Central Nebraska Unified District #5 hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

South Central Nebraska Unified District #5 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Superintendent of Schools, 30671 Highway 14, Fairfield, NE 68938, 402-726-2151.

Employees and Others: Superintendent of Schools, 30671 Highway 14, Fairfield, NE 68938, 402-726-2151.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### **B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**

#### **1. Purpose:**

South Central Nebraska Unified District #5 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, students and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:



- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If

the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged

discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.

- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

#### **4. Remedies:**

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
  - i. Know the school's prohibition against discrimination, harassment, and retaliation.
  - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - iii. Understand how and to whom to report any incidents of discrimination.
  - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.

- g. Conducting in conjunction with students or employees, a “climate check” to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

#### **5. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an “education record” under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

#### **6. Training:**

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

#### **7. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).



- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

#### **8. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

**5131.91 DISCRIMINATION, HARASSMENT, RETALIATION COMPLAINT FORM**

South Central Nebraska Unified District #5 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4116.11 and/or 5131.90 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Superintendent of Schools, 30671 Highway 14, Fairfield, NE 68938, 402-726-2151.

Employees and Others: Superintendent of Schools, 30671 Highway 14, Fairfield, NE 68938, 402-726-2151.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- (1) Description of the complaint:
- (2) Names of any witnesses to the matter being complained about: \_\_
- (3) Identify and attach any document supporting the complaint:
- (4) Confidentiality: I \_\_\_ do\_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

\_\_\_\_\_  
\_\_\_\_\_.

- (5) Relief requested (what I want done in response to this complaint):
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**4116.12 NOTICE OF NONDISCRIMINATION OF THE SOUTH CENTRAL  
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

South Central Nebraska Unified District #5 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Superintendent of Schools, 30671 Highway 14, Fairfield, NE 68938, 402-726-2151.

Employees and Others: Superintendent of Schools, 30671 Highway 14, Fairfield, NE 68938, 402-726-2151.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov)

**4116.13 COMPLAINT FORM FOR DISCRIMINATION, HARASSMENT, OR RETALIATION**

South Central Nebraska Unified District #5 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4116.11 and/or 5131.90 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Superintendent of Schools, 30671 Highway 14, Fairfield, NE 68938, 402-726-2151.

Employees and Others: Superintendent of Schools, 30671 Highway 14, Fairfield, NE 68938, 402-726-2151.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- (1) Description of the complaint:
- (2) Names of any witnesses to the matter being complained about:
- (3) Identify and attach any document supporting the complaint:
- (4) Confidentiality: I \_\_\_ do\_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.
- (5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## **5145.60 RECORDING AND VIDEO POLICY**

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator.

**Classroom Recordings by Staff.** Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. The district will not maintain the video recordings, and the recordings will only be available for the staff members to review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

**Classroom Recordings by Students.** Students are prohibited from making audio or video recordings on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event except as provided in this policy or as otherwise required by law.

Students may make audio or video recordings of classroom lectures, discussions, or activities:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

**Non-classroom Recordings.** Students may make audio or video recordings pursuant to this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws.

## **5140.00 STUDENT DRIVING AND PARKING**

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 15 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

**Nebraska Law requires a physical examination prior to entrance into kindergarten, 7<sup>th</sup> grade, and all students transferring into the State of Nebraska.**

|   |           |                |       |                     |
|---|-----------|----------------|-------|---------------------|
| Name of Student (Last / First / Middle) | Birthdate | Age            | Grade | School              |
| Name of Parent/Guardian                 |           | Address        |       | Phone / Cell Number |
| Family Provider                         | City      | Family Dentist | City  |                     |

**IMMUNIZATIONS**

|                                |          |          |                               |          |          |          |
|--------------------------------|----------|----------|-------------------------------|----------|----------|----------|
| DtaP / DTP/Tdap / DT/Td        | #1 _____ | #2 _____ | #3 _____                      | #4 _____ | #5 _____ | #6 _____ |
| Polio (IPV/OPV)                | #1 _____ | #2 _____ | #3 _____                      | #4 _____ | #5 _____ |          |
| HIB                            | #1 _____ | #2 _____ | #3 _____                      | #4 _____ |          |          |
| PCV/Prevnar                    | #1 _____ | #2 _____ | #3 _____                      | #4 _____ |          |          |
| MMR / MMRV                     | #1 _____ | #2 _____ |                               |          |          |          |
| Hepatitis B (Hep B or HBV)     | #1 _____ | #2 _____ | #3 _____                      | #4 _____ |          |          |
| Hepatitis A                    | #1 _____ | #2 _____ | Menactra (Meningitis Vaccine) |          | #1 _____ | #2 _____ |
| RotaTeq (Rota Virus Vaccine)   | #1 _____ | #2 _____ | #3 _____                      |          |          |          |
| Varicella (Chickenpox Vaccine) | #1 _____ | #2 _____ | Year of Chickenpox Disease    |          | _____    |          |
| HPV/Gardasil (Females Only)    | #1 _____ | #2 _____ | #3 _____                      |          |          |          |

Other immunizations \_\_\_\_\_

**HEALTH HISTORY (Please check Yes or No for each)**

|   |  |                        |  |            |
|---|--|------------------------|--|------------|
| Bowel / Bladder Problems                | <input type="checkbox"/> Yes <input type="checkbox"/> No | Asthma                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | Meds _____ |
| Kidney Problems                         | <input type="checkbox"/> Yes <input type="checkbox"/> No | Asthma Action Plan     | <input type="checkbox"/> Yes <input type="checkbox"/> No |            |
| Hearing Loss                            | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diabetes               | <input type="checkbox"/> Yes <input type="checkbox"/> No | Meds _____ |
| ADHD                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | Meds _____             |  |            |
| Allergy to meds                         | <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain Reaction _____ |  |            |
| Allergy to food                         | <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain Reaction _____ |  |            |
| Other allergies                         | <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain Reaction _____ |  |            |
| Diabetes                                | <input type="checkbox"/> Yes <input type="checkbox"/> No | Meds _____             |  |            |
| Seizures/Convulsions                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain / Meds _____   |  |            |
| Concussions / Dates                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain / Meds _____   |  |            |
| Additional Medications                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain / Meds _____   |  |            |
| Family History of Early Cardiac Death   |  | Explain _____          |  |            |
| Psychiatric/Behavior/Emotional Concerns |  | Explain _____          |  |            |
| Surgery / Dates                         | Explain _____  |                        |  |            |
| Other Health Problems                   | Explain _____  |                        |  |            |
| Additional information                  | _____  |                        |  |            |

|  |               |
|--|---------------|
| <b>I verify that the above information is correct to the best of my knowledge.</b> |               |
| _____<br>Parent / Guardian Signature   | _____<br>Date |

OVER

Name of STUDENT (Last/First/Middle) \_\_\_\_\_

Grade \_\_\_\_\_

School \_\_\_\_\_

**PHYSICAL EXAMINATION**

(to be completed by a physician, physician's assistant, or nurse practitioner)

Height \_\_\_\_\_ Neck \_\_\_\_\_ Mouth/Teeth \_\_\_\_\_  
 Weight \_\_\_\_\_ Lungs \_\_\_\_\_ Abdomen \_\_\_\_\_  
 BP \_\_\_\_\_ Eyes \_\_\_\_\_ Spine \_\_\_\_\_  
 Pulse \_\_\_\_\_ Ears \_\_\_\_\_ Scoliosis \_\_\_\_\_  
 Heart \_\_\_\_\_ Skin \_\_\_\_\_ Extremities \_\_\_\_\_  
 Urinalysis results \_\_\_\_\_ Hgb/Hct results \_\_\_\_\_

**Hearing Test** (please circle) Normal / Abnormal

| Left Ear | Right Ear | Hz   |
|----------|-----------|------|
| dB       | dB        | 500  |
| dB       | dB        | 1000 |
| dB       | dB        | 2000 |
| dB       | dB        | 4000 |

Comments \_\_\_\_\_

List any additional information regarding this student that may affect safety or optimal performance in school: \_\_\_\_\_

A School Vision Evaluation is required for all children within six months prior to entering Nebraska schools for the first time (includes beginner grades including Kindergarteners, transfers, and other students new to Nebraska) [NE revised Statute 79-214]

**Vision Test** (please circle) Normal / Abnormal

| Required Tests      | Pass | Fail | Recommendations | Vision                 | Glasses / Contacts / Neither |
|---------------------|------|------|-----------------|------------------------|------------------------------|
| Amlyopia            |      |      |                 | Right eye @ Far (20')  | 20 / _____ aided / unaided   |
| Strabismus          |      |      |                 | Left eye @ Far (20')   | 20 / _____ aided / unaided   |
| Internal Eye Health |      |      |                 |                        |                              |
| External Eye Health |      |      |                 | Right eye @ Near (16") | 20 / _____ aided / unaided   |
| Visual Acuity       |      |      |                 | Left eye @ Near (16")  | 20 / _____ aided / unaided   |

Provider's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DENTAL EXAMINATION** (optional)

Is oral hygiene adequate Yes / No Number of fillings present \_\_\_\_\_ Number of restorations needed \_\_\_\_\_

Recommendations: \_\_\_\_\_

Dentist's Signature \_\_\_\_\_ Date \_\_\_\_\_

**WAIVER of PHYSICAL and/or VISION EXAMINATION**

I, the parent/guardian of \_\_\_\_\_, do not feel it necessary for his/she to  
Name of Child  
 a physical and/or vision examination and therefore exercise my right to waive his/her physical and/or vision examination.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_